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# User Guide

New Jersey Statewide Voter Registration System

Version 1.0

**COVANSYS CORPORATION**  
**PCC TECHNOLOGY GROUP, LLC**



Dear Election Official or Staff Member:

Participating in elections is one of the greatest privileges we enjoy as Americans. Free and fair elections are essential to keeping our democracy strong.

The purpose of these training materials is to provide you with the information you will need as a valuable participant in New Jersey's electoral process. Together we will continue to serve the people of our state with advanced technology and processes, to ensure that all eligible voters can be full participants in an empowered electorate. This is consistent with the highest traditions of your very important work.

As you who administer elections know, every vote counts. Every vote is priceless. Every election matters.

"Be Powerful, Be Heard." Vote New Jersey.

**Peter C. Harvey**  
Attorney General of New Jersey

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# Chapter 1

## Getting Started





CHAPTER 1

Getting Started

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## Introduction

**ElectionNet** was designed to standardize and centralize the registration of voters statewide. This online voter registration system using a single centralized database repository decreases any implication of voter fraud by identifying and eliminating duplicate entries. The **New Jersey Statewide Voter Registration System (SVRS)** complies with the federal statutes of the Help America Vote Act of 2002 (HAVA).

**ElectionNet** is a browser-based system that is accessed through Internet Explorer on the user's PC desktop. While the user is accessing the system through their internet connection, a unique user name and password allows access to a secure intranet. This secure connection allows for the safety and integrity of valuable voter registration records.

**ElectionNet** provides a user-friendly, graphical user interface (GUI). Users can navigate through the screens by either using the scroll bar or by simply using tab strokes in a predefined order instead of using the mouse. Each screen is designed to maximize efficiency and is designed to enhance usability.

## Setting Up Your Password at the First Login

### Start the Application

- 1 Start the **ElectionNet** application.

The **Login** screen is displayed.



Figure 1: Login Screen

## Login with ID

On the **Login** screen:

- 1 Type your User Name.
- 2 Click on **Login** without filling in a password.

The **Maintain Password** screen is displayed.

## Set Up New Password

On the **Maintain Password** screen:

- 1 Leave the Current Password field blank without typing anything.
- 2 Enter a New Password. Your Password can be a combination of alphabetical and/or numeric characters; a maximum of eight characters.
- 3 Repeat the new Password.
- 4 Click on the **Change** pushbutton.

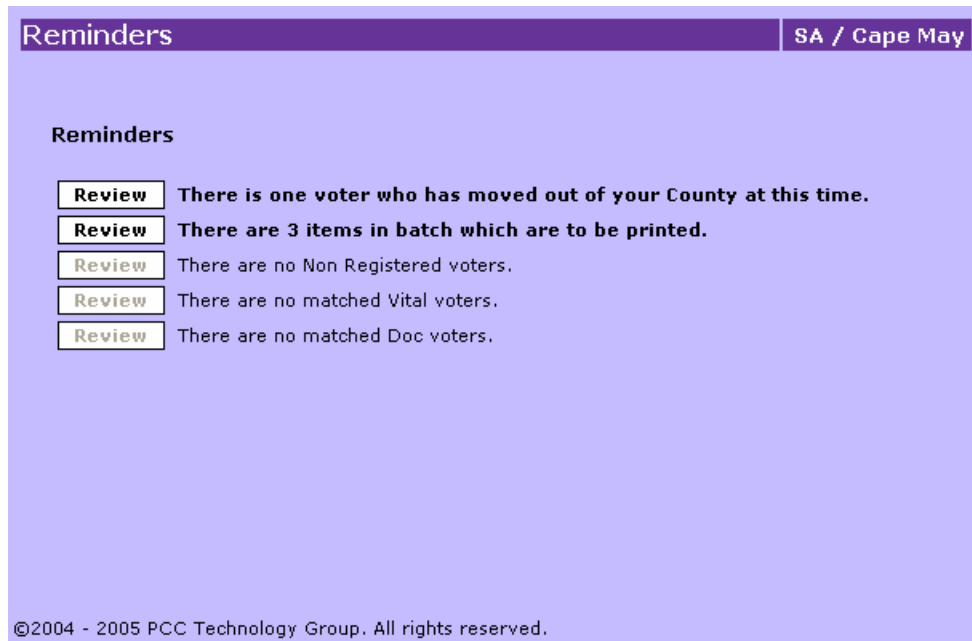
A successful update notification message is displayed.

## Login with New Password

After successfully updating your password:

- 1 Click on the **Logout** pushbutton.
- 2 Login to the system with your User Name and new Password.

The **Reminders** screen is displayed.



The screenshot shows a web application window titled "Reminders" with a sub-header "SA / Cape May". The main content area is titled "Reminders" and contains a list of five items, each with a "Review" button and a message:

- Review** There is one voter who has moved out of your County at this time.
- Review** There are 3 items in batch which are to be printed.
- Review** There are no Non Registered voters.
- Review** There are no matched Vital voters.
- Review** There are no matched Doc voters.

At the bottom of the window, there is a copyright notice: "©2004 - 2005 PCC Technology Group. All rights reserved."

Figure 2: Reminders Screen

## The Standard Login

### Start the Application

- 1 Start the **ElectionNet** application.

The **Login** screen is displayed.



The screenshot shows the "ElectionNet" logo with the tagline "Service and Information ... Reformed". Below the logo is a "Login" form with the following fields and buttons:

- User Name:** [Text input field]
- Password:** [Text input field]
- Login** button
- Reset** button

Figure 3: Login Screen

## Log In to System

On the **Login** screen:

- 1 Enter your User Name.
- 2 Enter your Password.
- 3 Click on the **Login** pushbutton.

The **Reminders** screen is displayed.

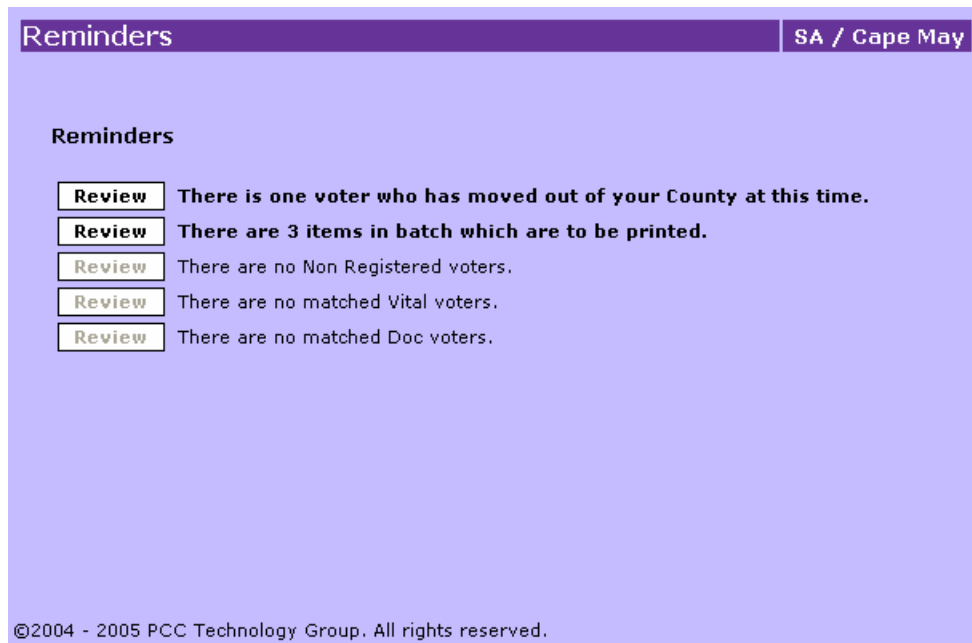


Figure 4: Reminders Screen

## Main Menu Navigation

After you have signed onto **ElectionNet**, the Main Menu displays to the left of the **Reminders** screen. The **ElectionNet** Main Menu provides access to the various functions within the following grouped headings:

- **Activities** –allows authorized users to add voters, search across voters, edit voter registration records, and perform the majority of the voter-registration tasks.
- **Reports** – allows authorized users to request and run reports and labels.
- **Inquiries** - allows authorized users to view records of all the registered voters and voter information for a selected voter record.
- **Help** – accesses the online help system.
- **Logout** – logs the user out of the system.

To expand and view the associated screens within a functional heading, place your cursor over the applicable functional heading until a hand pointer appears and then left-click your mouse to expand the menu.

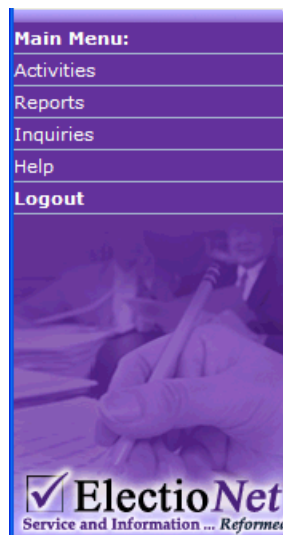


Figure 5: Main Menu Bar

## The Reminders Screen

Upon logging in, the **Reminders** screen is displayed. This screen is used to display counts of and links to the following:

- Voters who have moved out of the County
- Items in the print batch
- Matched Vital records
- Matched Department of Corrections (DOC) records

The Reminders screen can also be accessed from the **Systems** module under **Show Reminders**.

## Review Voters Moved Out of County

The system provides the county with a list of voters who have moved to another county. You are notified electronically based on another county transferring the voter record over to their county.

### Access the Reminders Screen

- 1 Access the **Reminders** screen either through the initial login or through the **System, Show Reminders** menu.

### Review the Reminders

On the **Reminders** screen:

- 1 Click on the **Review** pushbutton next to the "Number of Voters who have Moved Out of Your County" reminder.

The **Inquiry – Voters Moved Out of County** screen is displayed.

### Review and Print the List of Voters

You will want to print the list of voters who have moved out of your county in order to pull their registration cards.

On the **Inquiry – Voters Moved Out of County** screen:

- 1 Review the list of voters that are displayed under "Voter Transfers."
- 2 Right-click on your mouse.
- 3 Choose Print.

A **screenshot** of the screen will print out on your default printer.

---

Note: Pull the cards from your registration card files per your usual cancellation process.

---

## Delete the List of Voter Cancellations

The list of Voters can be deleted before the next notification is made.

On the ***Inquiry – Voters Moved Out of County*** screen:

- 1 Click on the **Delete List** pushbutton to remove these entries so they will not be visible in later reminders.

A notification message is displayed that the deletion was successful.

## Print Items in Print Queues

### Access the Reminders Screen

- 1 Access the **Reminders** screen either through the initial login or through the **System, Show Reminders** menu.

### Launch the List

On the **Reminders** screen:

- 1 Click on the **Review** pushbutton adjacent to the "Items in the Batch" reminder.



The daily batches of letters that have been queued for printing are displayed in the **Batch Printing Details** screen.



Figure 6: Batch Printing Details Screen

## View the Letters in the Batch

On the **Batch Printing Details** screen:

- 1 Click on the **View** pushbutton left of the letter that need to be printed.

The **Batch Letter Details** screen is displayed.

Select	Voter ID	Voter Name	CD Reminder Type
<input type="checkbox"/>	100000130	JOHN K SMITH	Affiliation

**Select All** **Reset** **View** **Delete** **Back**

Figure 7: Batch Letter Details Screen

## Print Batch Letters

On the **Batch Letter Details** screen:

- 1 Click on the **Select All** pushbutton.
  - This selects all the letters in the batch.
- 2 Click on the **View** pushbutton.

The **Preview** window is displayed.

---

Note: The batch and the letters within it are retained on this screen for twenty days, after which they are expunged from the screen. They can still be printed from the **Correspondence History** at a later date. A batch can be reprinted if a malfunction should occur during the printing process.

---

## Print One Letter

On the **Batch Letter Details** screen:

- 1 Select the **Select** checkbox to the left of the Voter ID of the letter needed.
- 2 Click on the **View** pushbutton.

The **Preview** window is displayed.

- 1 Click on the **Print** pushbutton.

The **Print Dialog** screen is displayed.

## Choose the Page to Print

On the **Print Dialog** screen:

- 1 Type in the page number to be printed in the Page Range, Pages section.
- 2 Click on the **Close** pushbutton to return to the **Batch Printing Details** screen.

The displayed letters are printed on your default printer.

---

Note: The batch and the letters within it are retained on this screen for seven days, after which they are expunged from the screen. They can still be printed from the **Correspondence History** at a later date.

---

## Review Voters with Matched Vital Records Data

Information on individual voters is available for review or for editing. Exact matches are shown on the **Reminder** screen.

### Access the Reminders Screen

- 1 Access the **Reminders** screen either through the initial login or through the **System, Show Reminders** menu.

### Launch the List

On the **Reminders** screen:

- 1 Click on the **Review** pushbutton adjacent to the "Matched Vital Voters" reminder.

The list of matching records is displayed in the **Activities – External Interfaces (VITAL) Pending Voters** screen.

### Compare Information Between SVRS and VITAL Upload

On the **Activities – External Interfaces (VITAL) Pending Voters** screen:

- 1 Click on the **Compare** pushbutton next to a matched VITAL voter.

The **Select Activity – Compare External Interface Voters** screen is displayed.

### If the Voter Records Match

If the Voter information matches, you will want to cancel the voter's registration.

## Select the Voter Record to Change

On the **Select Activity – Compare External Interface Voters** screen:

- 1 Click on the **Change** pushbutton.

The **Registration Card – Change Voter** screen is displayed.

## Enter Cancellation Information

On the **Registration Card – Change Voter** screen:

- 1 Under the *Miscellaneous Information* heading, change the Voter Status to "Deleted" using the drop-down box.
- 2 Click on the **Continue** pushbutton.
- 3 Click on the **Cancel** pushbutton on the **Change Registration Date** pop-up window. You do *not* want to change the Registration Date on a Cancellation.

The **Accept Voter Registration - Change** screen is displayed with the appropriate Type of Change selected.

## Accept the Change

On the **Accept Voter Registration - Change** screen:

- 1 Confirm that the **"Status"** radio button is checked.
- 2 Select "Deceased (Vital)" from the Reason drop-down box to reflect the origin of the data being used.
- 3 A pop-up window is displayed reminding you to enter the date of death. Click on the **OK** pushbutton. Date of Death is optional.
- 4 Click on the **Accept** pushbutton.

Changes made to the status of the individual voter's record are saved to the system. The **Voter Registration - Accept Confirmation** screen is displayed.

## If the Voter Records Do Not Match

If the voter information does not match, or you have information that the two records are not for the same person, or you know that the individual has already been cancelled, you may remove the voter from the **Reminder** list without making any changes.

## Remove Voters from the Reminder List Without Verification

On the **Select Activity – Compare External Interface Voters** screen:

- 1 Click on the **No Action Required** pushbutton.

The voter is removed from the reminder list without verifying the status or making any changes.

## Review Voters Identified from DOC Data

Information on individual voters is available for review or for editing. Exact matches with NJVRS data are shown on the **Reminder** screen.

### Access the Reminders Screen

- 1 Access the **Reminders** screen either through the initial login or through the **System, Show Reminders** menu.

### Launch the List

On the **Reminders** screen:

- 1 Click on the **Review** pushbutton adjacent to the "Matched DOC Voters" reminder.

The list of matching records is displayed in the **Activities – External Interfaces (DOC) Pending Voters** screen.

### Compare the Records

On the **Activities – External Interfaces (DOC) Pending Voters** screen:

- 1 Click on the **Compare** pushbutton adjacent to the first voter record.

The **Select Activity – Compare External Interface Voters** screen is displayed.

### If the Voter Records Match

If the Voter information matches, you will want to cancel the voter's registration.

### Select the Voter Record to Change

On the **Select Activity – Compare External Interface Voters** screen:

- 1 Click on the **Change** pushbutton.

The **Registration Card – Change Voter** screen is displayed.

### Enter Cancellation Information

On the **Registration Card – Change Voter** screen:

- 1 Under the *Miscellaneous Information* heading, change the Voter Status to "Deleted" using the drop-down box.
- 2 Click on the **Continue** pushbutton.
- 3 Click on the **Cancel** pushbutton on the **Change Registration Date** pop-up window. You do *not* want to change the Registration Date on a Cancellation.

The **Accept Voter Registration - Change** screen is displayed with the appropriate Type of Change selected.

## Accept the Change

On the **Accept Voter Registration - Change** screen:

- 1 Confirm that the "Status" radio button is checked.
- 2 Select "Under Conviction of Felony (DOC)" from the **Reason** drop-down box to reflect the origin of the data being used.
- 3 Click on the **Accept** pushbutton.

Changes made to the status of the individual voter's record are saved to the system. The **Voter Registration - Accept Confirmation** screen is displayed.

## If the Voter Records Do Not Match

If the voter information does not match, or you have information that the two records are not for the same person, or you know that the individual has already been cancelled, you may remove the voter from the **Reminder** list without making any changes.

## Remove Voters from the Reminder List Without Verification

On the **Select Activity – Compare External** Interface **Voters** screen:

- 1 Click on the **No Action Required** pushbutton.

The voter is removed from the reminder list without verifying the status or making any changes.

# **Chapter 2**

## **Voter Registration**





CHAPTER 2

Voter Registration

The Voter Registration module enables an authorized user to perform the following election-related tasks as it pertains to the voter registration process:

- Perform a statewide search on all registered voters.
- Add, delete or change a voter.
- Transfer a voter between counties.
- Accept, Reject or Delete a voter registration.
- Edit voter registration records while the system automatically tracks key changes.
- Generate bar code labels, batch print labels, mailing labels, notification cards, and letters.

SVRS allows an authorized user to change the status of a registered voter to Deleted status. The system also provides a function for purging a voter record from the system.

SVRS allows only County Officials with appropriate privileges to update voter records within their respective jurisdictions. The system allows all County Officials the ability to conduct inquiries and view voter records in any of New Jersey's twenty-one counties.

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Module 2: Add a Voter with No Date of Birth	33
Module 3: Change Voter Registration	36
Module 4: Transfer Existing Voter Between Counties	39

## Module 1: Add a Voter

The Voter Registration module enables an authorized user to register a voter with necessary validations and verifications. Through this process a voter may be accepted or rejected.

The SVRS records all the relevant demographic, address, any voter identification numeric data and previous voter name/address information for voter registration purposes as required by New Jersey State Statutes and the Help America Vote Act (HAVA).

The voter registration search also provides the capability to enter an under-aged voter at the age of 17. The SVRS will register the 17-year-old applicant and automatically calculate their effective date on their 18th birthday.

The seven types of registrations are:

- In Person Voter Registration with Identification
- In Person Voter Registration without Identification
- Mail-In Voter Registration with Identification
- Mail-In Voter Registration without Identification
- Agency Voter Registration with Identification
- Agency Voter Registration without Identification
- Court Ordered

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Voter Registration**.
- 3 Select **Add/Change Voter**.

The **Activities Search - Voter Registration** screen is displayed.

Figure 8: Activities Search - Voter Registration Screen

## Search for Existing Voter

The voter registration search functionality enables you to perform a real-time statewide search on existing voters to verify names against the voter being added to the SVRS database. This search is intended to validate, identify and eliminate the occurrence of duplicate voters by first performing a statewide search to determine whether or not the voter record already exists in the database.

If the voter is found to already exist in the database, you have the choice to change the voter registration information. If the voter is registered in a different county, you can transfer the voter over from that county to your county, also called "Add Existing Voter."

If the voter does not exist in the database, follow the steps to add a voter.

### Conduct a Statewide Search for a Voter

On the **Activities Search-Voter Registration** screen:

- 1 Enter search criteria. Valid search criteria entries and combinations are:
  - Last Name, First Name, Date of Birth (DOB)
  - Last Name, First Name with No DOB
  - Voter ID
  - NJ Driver's License Number/NJ State ID Number
  - Legacy ID or Archived Legacy ID
- 2 Click on the **State Search** pushbutton.

---

Note: Clicking on the **Reset** pushbutton will clear all the data entered.

---

### No Match Found

If no match is found, the **Registration Card – Voter Registration System** screen is displayed.

Voter Info	Voter Residence	Mailing Address	Misc Info
Previous Voter Name	Previous Voter Address	Person Providing Assistance	
Registration Application - New Voter Registration SA / Cape May			
Registration Date: 05 - 04 - 2015		Voter ID:	
Voter Information: <a href="#">Top</a>			
Last Name: DOYLE First Name: CHRIS Date of Birth: 06/02/1962 / 23 years Middle: Suffix: U.S. Citizen: YES Not 18 years old before next election: YES 			
Identification No: NJ Driver's License / State ID: Last 4 Digits of SSN: <input type="checkbox"/> I have not been issued a Driver's License No or SSN Type of Registration: Proof of Identification: ID Presented: 			
Disability and Polling Place accessibility: Poll Worker: Absentee Voter Request: Felony Conviction: Effective Date: End Date: SBE: Military and Overseas: Confidentiality status: Memo: Protective Order: Memo: 			
Voter Residence: <a href="#">Top</a>			
Municipality: Zip code Search Street Nm: Street No. SUFF A SUFF B: Street Name: Apt/Unit no. Address Line 2: Address Line 3: Municipality Postal Name: Residing State Postal State: Zip Code: 			
Mailing Address: <a href="#">Top</a>			
Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit No. Address Line 2: Address Line 3: Municipality: State: Zip Code: Country: United States Start Date: End Date: 			
Miscellaneous Information: <a href="#">Top</a>			
Gender: Signature: Voter Status: Not Entered: Pending: Telephone No. Fax Number: Email Address: Party Affiliation: 			
Previous Voter Name: <a href="#">Top</a>			
Last Name: First Name: Middle Name: Suffix Name: 			
Previous Voter Address: <a href="#">Top</a>			
Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit No. Address Line 2: Address Line 3: Municipality: County: State: Zip Code: 			
Person Providing Assistance: <a href="#">Top</a>			
Last Name: First Name: Suffix: Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit no. Address Line 2: Address Line 3: Municipality: State: Zip: Telephone No. 			
<input type="button" value="Continue"/> <input type="button" value="Exit"/> <input type="button" value="Previous"/>			

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Figure 9: Registration Card - Voter Registration System Screen

## Similar Records Found

If certain criteria match the records of an existing voter in the system, the **Select Voter – Voter Registration** screen is displayed.



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Military/Overseas Status	Deleted Reason	Deleted Date
<input type="checkbox"/>		JONES	CAROL			12/10/1963	602 N Boise Ave, Unit100, Emmett, CAMDEN	000002588			

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Figure 10: Activities Select Voter - Voter Registration Screen

## Match Found Is Not the Correct Person

On the **Select Voter – Voter Registration** screen:

- 1 Click on the **New Voter** pushbutton.
- 2 The **Registration Card – Voter Registration System** screen is displayed.

## Match Found Is the Correct Person

If the voter is already in the database, you can select their record in order to change their registration information.

## Select a Voter

On the **Activities Select Voter - Voter Registration** screen:

- 1 Select the voter by clicking in the Select box.
- 2 Click on the **Select** pushbutton.

The **Registration Card - Voter Registration System** screen is displayed.

## Enter Voter Registration Information

The **Registration Card – Voter Registration System** must be filled out for new voters.

## Enter Voter Information

On the *Voter Information* section of the **Registration Card – Voter Registration System** screen (on page 18):

- 1 The following fields are filled in based on previous entries and default values:
  - Last Name
  - First Name
  - Middle Name
  - DOB
- 2 Optionally change the Registration Date (defaults to the current date).
- 3 Optionally enter a Suffix.
- 4 Optionally enter a Middle Name.
- 5 Enter one of the following values for Identification No.:
  - Driver's License # / State ID
  - SSN ( last four digits)
  - Check the box for “I have not been issued a Driver’s License No. or SSN”
  - Click on the **Validate DL / SSN** pushbutton.
- 6 The calculated age will display on the screen based on the DOB.
- 7 Select the appropriate Type of Registration from the drop down list. The Type of Registration choices are:
  - Agency with Identification
  - Agency without Identification
  - Court Ordered
  - In Person with Identification (default)
  - In Person without Identification
  - Mail In With Verification
  - Mail In Without Verification
- 8 Proof of Identification - Option Button Yes or No.
- 9 Select the appropriate ID Presented

- Bank Statement
- Car Registration
- Driver's License
- Government Check or Document
- Military or other Government ID
- Non-Photo Driver's License
- Other Official Documents
- Rent Receipt
- Sample Ballot
- Store Membership ID
- Student or Job ID
- United States passport
- Utility Bill

**10** Disability and Polling Place Accessibility drop-down values are:

- Affidavit
- Blind
- Needs Assistance
- District Change
- None (default)

**11** Optionally select from the Poll Worker drop-down list. The Poll Worker choices are:

- No
- Yes
- None (default)

**12** Optionally select from the Military and Overseas Status drop-down list. The Military and Overseas Status choices are:

- Citizens Residing Overseas
- Military/Member of Uniformed Services
- Spouse/Dependent of Military/Uniformed Services
- Spouse/Dependent of Citizen Residing Overseas

**13** Absentee Voter Request - The Absentee Voter Request box will be checked when the new registrant indicates that he/she is interested in Absentee Voting and will remain checked until explicitly cleared.

**14** Confidentiality Status – Option button Yes or No. Default to “No.” If “Yes” a memo text field will be enabled and upon clicking continue at the end of the application a soft warning should be displayed as “Confidential Voter.”

**15** Felony Conviction – Option button Yes or No. Default to “No.” If “Yes the Effective Date and End Date are enabled. The SBI# field will be enabled upon a “Yes.”

- 16 Protective Order-Option button Yes or No. Default to "No." If "Yes" a memo text field will be enabled and upon clicking continue at the end of the application a soft warning will display stating; "Protective Order."
- 17 If necessary, change the default of "No" for Protective Order. Doing this will require a Mailing Address to be entered which should be different than the Residence Address.

## Enter Voter Residence Information

Residential address information must be entered for the voter. Selecting a street will determine the voting district that will apply to the voter.

### Conduct a Street Search

On the *Voter Residence* section:

- 1 Select the appropriate City from the drop down list.
- 2 Enter a partial Street Name in the Search Street Name field.
- 3 Click on the **Search** pushbutton.

The **Activities Search – Streets** pop-up window is displayed with the streets matching the search criteria. The regular street addresses are listed on the top portion of the screen, the rural addresses on the bottom. The street ranges, business addresses, and homeless addresses are able to be viewed, if desired.



Low-Range	High-Range	Side	Street Name	Municipality	Ward	District	Zip code
<input type="radio"/> 8392	8492	E	MAIN ST	MAIL CITY	06	3	83636
<input type="radio"/> 201	201	O	S MCKINLEY AVE	MAIL CITY	01	1	83617
<input type="radio"/> 818	920	E	S MCKINLEY AVE	MAIL CITY	04	1	83617
<input type="radio"/> 115	115	O	N MCKINLEY AVE	MAIL CITY	02	2	83617
<input type="radio"/> 815	911	O	S MCKINLEY AVE	MAIL CITY	04	1	83617
<input type="radio"/> 114	114	E	W MUSSER ST	MAIL CITY	02	2	83617

Figure 11: Activities Search - Streets Screen

### Select a Street

On the **Activities Search - Streets** screen:

- 1 Click on the radio button next to the desired street.
- 2 Click on the **Select** pushbutton.

The street address is filled in on the *Voter Residence* section of the **Registration Card - Voter Registration** screen.



## Enter Address Information

On the *Voter Residence* section:

- 1 Enter the Street Number.
- 2 The Street Name is prefilled from the Street Search selection.
- 3 The City is prefilled from the previous selection.
- 4 The Residence State is NJ.
- 5 Optionally enter an Address Line 2.
- 6 Optionally enter a Unit.
- 7 Optionally enter an Address Line 3. Address line 3 is an optional field and is not printed on the label. It can be used for entering other required information such as "three miles from John's Country Store."
- 8 Enter a Zip Code or conduct a *Zip Code* search.

## Zip Code Search

To conduct a zip code search:

- 1 Click on the **Search** pushbutton next to the Zip Code field.

The **Activities Search - Zip Code** screen is displayed.

### Select a Zip Code

On the **Activities Search - Zip Code** screen:

- 1 Select the correct Zip Code by clicking on the **Select** radio button adjacent to it.
- 2 Click on the **Select** pushbutton.

The selected zip code is input for the Voter Address information.

## Enter Mailing Address

You may optionally enter a mailing address.

On the *Mailing Address* section:

- 1 Manually enter the Mailing Address.
  - Street No.
  - Street Name/PO Box
  - Address Line 2
  - Suff A
  - Suff B
  - Unit
  - Address Line 3
  - Municipality
  - State

- Zip Code
- Country
- Start Date
- End Date (optional)

## Enter Miscellaneous Voter Information

On the *Miscellaneous* section of the **Registration Card – Voter Registration System** screen (on page 18):

- 1 Choose a Gender from the drop-down list. The Gender choice defaults to “Not Entered” but should be changed.
- 2 The Signature defaults to “Blank.”
- 3 The Voter Status defaults to "Pending" or "Incomplete" depending on the information entered and may change based on data entered.
- 4 Optionally enter a Telephone Number.
- 5 Optionally enter a Fax Number.
- 6 Party must be entered, "Unaffiliated" may be entered if party is unknown or not declared.
- 7 Optionally enter an e-mail address.

## Enter Previous Voter Name Information

On the *Previous Voter Name* section of the **Registration Card – Voter Registration System** screen (on page 18):

- 1 Optionally enter a Previous Name.
  - Last Name
  - First Name
  - Middle Name
  - Suffix

## Enter Previous Voter Address Information

On the *Previous Voter Address* section of the **Registration Card – Voter Registration System** screen (on page 18):

- 1 Optionally enter a Previous Address.
  - Street No.
  - Street Name/P.O. Box
  - Address Line 2
  - Suff A
  - Suff B
  - Address Line 3
  - APT/Unit No.

- County
- Municipality
- State
- Zip Code

## Submit the Voter Information

When finished with the **Registration Card – Voter Registration System** screen:

- 1 Click on the **Continue** pushbutton.

If entries are valid, a Voter ID is generated and the **Accept Registration - New** screen is displayed.

---

Note: If you receive an error message, see *What If I Get an Error When Submitting the Registration* (see "What If I Get an Error When Submitting the Registration?" on page 29).

---

**Accept Voter Registration - New** VC01 / CAMDEN

Voter Name: BOBERTSON BOB  
 Voting Privilege Date: 09/11/2005  
 Party: Unaffiliated

Fire Election Privilege Date: 08/14/2005  
 NVRA: In Person

Accept  
 Previous  
 Cancel

**Districts:**

Ward	District 2	Congressional 2	Legislative Regional School
02	00100 Fire	200 School	710

**Polling Place**  
 Name: Address:

**Override Polling Places Manually**

District: Polling Place:

Print Notices Now  
 Print Notices Later  
 English  
 English and Spanish

Memo: Edit

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Figure 12: Accept Voter Registration - New Screen

## Accept Voter Registration

On the **Accept Voter Registration - New** screen:

- 1 Click on the **Accept** pushbutton.

The **Voter Registration - Accept Confirmation** screen is displayed.

Figure 13: Voter Registration - Accept Confirmation Screen

## Generate Documents

After the registration has been confirmed, there are several printing options to finalize the registration.

- The registration card and a portion of the signature can be scanned and saved to the voter record in the SVRS database. The registration card should be scanned individually for each voter application. This action may be done at a later time.
- Mailing Labels and Bar Code Labels can be printed, if desired.
- A notification card may be generated. These notices have the voter's mailing address as well as their Precinct, Legislative and Congressional Districts, and Polling Place.
- A voter acceptance letter can be generated. Letters may be printed in single or batch mode.

---

Note: The **Add New Poll Worker** pushbutton is only enabled if the appropriate value is selected from the Poll Worker drop-down field on the **Registration Card – Voter Registration System** screen (on page 18).

---

## Scan Voter Registration Card

On the **Voter Registration – Accept Confirmation** screen:

- 1 Click the **Scan Voter Registration Card** pushbutton.

A signature window will launch for scanning of the registration card.

## Scan Voter Signature

On the **Voter Registration – Accept Confirmation** screen:

- 1 Click on the **Scan Voter Signature** pushbutton.

A signature window will launch for scanning of the voter's signature.

## Print Mailing Label

On the **Voter Registration – Accept Confirmation** screen:

- 1 Choose the number of labels desired from the drop-down list.
- 2 Click on the **Mailing Labels** pushbutton.
- 3 A mailing label is displayed in a pop-up window.
- 4 Click on the **Print** pushbutton.
- 5 Click on the **Close** pushbutton.

The mailing label with the Voter Name, Address, Voter ID, and Bar Code is printed.

## Print Notification Card

A notification card may be generated.

On the **Voter Registration – Accept Confirmation** screen:

- 1 Click on the **Notification Card** pushbutton.
- 2 The preformatted Notification Card is displayed for printing in a pop-up window.
- 3 Click on the **Print** pushbutton.
- 4 Click on the **Close** pushbutton.

The Notification Card is printed.



Precinct No: 50-02-2	Legislative Dist:	Cong Dist: 2
Poll Place:		
Name: Robertson Bob		
Addr: 115 N MCKINLEY AVE		
00100 NJ 83617		

Print Close

Figure 14: Notification Card

## Print Acceptance Letter (If Immediate Printing Is Desired)

On the **Voter Registration - Accept Confirmation** screen:

- 1 Click on the **Print Letter** pushbutton, if enabled. It is only enabled if the "Print Notices Now" radio button was selected on the previous screen.
- 2 The letter is displayed in an HTML window.
- 3 Click on the **Print** pushbutton at the bottom of the screen.
- 4 Click on the **Print** pushbutton in the Print pop-up window.
- 5 The **Reprint** pushbutton is available for reprinting, if necessary.
- 6 Click on the **Close** pushbutton at the bottom of the HTML window.

The HTML screen is closed.

---

Note: If "Print Later" (default) was selected, the document has been included in the batch.

---

## Validation of Identification Information

If a registrant has listed either their Driver's License Number or the last four digits of the SSN on the registration card, the system will validate or authenticate their information. The information that is passed to the New Jersey Department of Motor Vehicles from the system is the individual's Last Name, First Name, Date of Birth and Driver's License Number. The information that is passed to the Social Security Administration (SSA) is the individual's Last Name, First Name, Date of Birth and last four digits of SSN.

The validated identification number is stored in the voter record and displayed on the **Registration Card – Change Voter** screen. It is also in the **Inquiry – View Voter Registration** screen with a checkmark in the Validated checkbox along with the date of validation.

If the identification number is not validated during voter registration, the system allows you to try the validation again through the Change Voter process.

## What If I Get an Error When Submitting the Registration?

If the entry is invalid, an error message will be displayed giving a description of the invalid data.

- 1 Click on the **OK** pushbutton to return to the **Registration Card – Voter Registration System** screen.
- 2 Correct the entry.
- 3 Click on the **Continue** pushbutton.

## Reject a New Voter's Registration

The Reject Voter functionality enables an authorized user to reject voters during the Voter Registration process and, if applicable, to send a denial notice to the applicant. If the registration fails the system validation process, the reject status is assigned automatically. The user may also manually reject a voter while entering voter registration information.

When the voter registration is submitted on the **Registration Card – Voter Registration System** screen, the system checks for valid registration criteria and rejects the voter if the validation fails. The key data items that the system validates are: U.S. Citizen, eligible date of birth, valid address, signature, voter identification (driver's license number or SSN), and valid name. The system automatically assigns a Reject status and displays a pop-up window with the message "The voter has been automatically rejected." The pop-up window will indicate the reason for automatic rejection, such as "No ID Produced" (i.e., Driver's License Number or last four digits of SSN not provided).

The rejection reasons selected are printed on the denial notice to be sent to the applicant. A rejected voter record is not retained or tracked within the database.

## Automatic Rejections

While registering a voter, the following reasons will cause an automatic rejection by the system:

- Driver's License Number or Last Four Digits of SSN Not Provided
- Incomplete Address
- Incomplete Name
- Non-Citizen
- Non-Resident
- Under Age

## Enter Voter Information

Upon clicking on the **Continue** pushbutton on the **Registration Card – Voter Registration** screen, the **Reject Voter Registration** screen is displayed.

## Reject the Voter

On the **Reject Voter Registration** screen:

- 1 The Rejection Date defaults to today's date.
- 2 Choose the appropriate Rejection Reason from the drop-down list if it is not selected already. The Rejection Reason drop-down list choices are:
  - 18 Yrs is Blank
  - Incomplete Address
  - Incomplete Birth Date
  - Incomplete Name
  - Missing Driver's License Number or last four digits of SSN
  - Multiple Incomplete Fields
  - No Signature
  - US Citizen is Blank
  - Invalid Drivers License Number
  - Invalid last four digits of SSN
  - Other
- 3 Choose when to print the applicable letter. The Print choices are:
  - Now
  - Later (default)
- 4 Click on the **Reject** pushbutton.

A Rejection Confirmation message is displayed.



## Confirm the Rejection

On the **Voter Registration – Reject Confirmation** screen:

- 1 A rejection confirmation message is displayed.

If “Print Later” was chosen on the previous screen, the rejection notice with the person’s name, address and rejection reason is sent to the print queue. If Print Now was selected, a **Print** pushbutton appears on this screen.

## Print Letter if Printing Immediately

- 1 Click on the **Print Letter** pushbutton, if enabled.
- 2 The rejection letter appears in an HTML window.
- 3 Click on the **Print** pushbutton at the bottom of the screen.
- 4 Click on the **Print** pushbutton in the Print pop-up window.
- 5 The **Reprint** pushbutton is available for reprinting, if necessary.
- 6 Click on the **Close** pushbutton at the bottom of the HTML window.

The HTML screen is closed.

---

Note: If “Print Later” (default) was selected, the document has been included in the batch.

---

## Manual Rejections

While registering a voter, the record can be manually rejected.

### Enter Voter Information

Follow the steps to add a voter with the following change on the **Registration Card – Voter Registration System** screen (on page 18):

- 1 Enter the voter information that is available.
- 2 Change the Voter Status manually to “Rejected.”
- 3 Click on the **Continue** pushbutton.

The **Reject Voter Registration** screen is displayed.

### Reject the Voter

On the **Reject Voter Registration** screen:

- 1 The Rejection Date defaults to today's date.
- 2 Choose the appropriate Rejection Reason from the drop-down list if it is not selected already. The Rejection Reason drop-down list choices are:
  - 18 Yrs is Blank
  - Incomplete Address
  - Incomplete Birth Date

- Incomplete Name
  - Missing Driver's License Number or last four digits of SSN
  - Multiple Incomplete Fields
  - No Signature
  - US Citizen is Blank
  - Invalid Drivers License Number
  - Invalid last four digits of SSN
  - Other
- 3 Choose when to print the applicable letter. The Print choices are:
- Now
  - Later (default)
- 4 Click on the **Reject** pushbutton.

A Rejection Confirmation message is displayed.

### Confirm the Rejection

On the **Voter Registration – Reject Confirmation** screen:

- 1 A rejection confirmation message is displayed.

If “Print Later” was chosen on the previous screen, the rejection notice with the person’s name, address and rejection reason is sent to the print queue. If Print Now was selected, a **Print** pushbutton appears on this screen.

### Print Letter if Printing Immediately

- 1 Click on the **Print Letter** pushbutton, if enabled.
- 2 The rejection letter appears in an HTML window.
- 3 Click on the **Print** pushbutton at the bottom of the screen.
- 4 Click on the **Print** pushbutton in the Print pop-up window.
- 5 The **Reprint** pushbutton is available for reprinting, if necessary.
- 6 Click on the **Close** pushbutton at the bottom of the HTML window.

The HTML screen is closed.

---

Note: If “Print Later” (default) was selected, the document has been included in the batch.

---

## Module 2: Add a Voter with No Date of Birth

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Voter Registration**.
- 3 Select **Voter with No DOB**.

The **Registration Card - Voter Registration System without DOB** screen is displayed.

Voter Info	Voter Residence	Residence Address	Misc. Info
Personal Voter Name	Previous Voter Address	Personal Residence Address	Personal Residence Assistance
Voter Registration - No DOB <span style="float: right;">54 / Cape May</span>			
Registration Date: <input type="text" value="08-24-2008"/>		Voter ID: <input type="text"/>	
<b>Voter Information:</b>			
Last Name: <input type="text" value="Dove"/>		Date of Birth: <input type="text" value="01/01/1111"/>	
First Name: <input type="text" value="Dove"/>		U.S. Citizen: <input checked="" type="checkbox"/> YES	
Middle: <input type="text"/>		Suffix: <input type="text"/>	
Not 18 years old before next election: <input checked="" type="checkbox"/> YES			
<b>Identification Info:</b>			
NO Driver's License / State ID: <input type="text"/>			
Last 4 Digits of SSN: <input type="text"/>			
<input type="checkbox"/> I have not been issued a Driver's License No or SSN			
Type of Registration: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		ID Presented: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Disability and Polling Place Accessibility:</b>		<b>Poll Worker:</b>	
<input type="checkbox"/> None		<input type="checkbox"/> None	
<b>Public Assistance:</b>		<b>Effective Date:</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="text"/>	
<b>WIFI:</b>		<b>End Date:</b>	
<input type="text"/>		<input type="text"/>	
<b>Confidentiality status:</b>		<b>Military and Overseas:</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/>	
<b>Protective Order:</b>		<b>Name:</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="text"/>	
<b>Voter Residence:</b>			
Municipality: <input type="text"/>		Zip code: <input type="text"/>	
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
Residing State: <input type="text"/>		Municipality Postal Name: <input type="text"/>	
NO: <input type="text"/>		Zip Code: <input type="text"/>	
Search: <input type="text"/>		Search: <input type="text"/>	
<b>Residing Address:</b>			
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name/P.O. Box: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
State: <input type="text"/>		Municipality: <input type="text"/>	
Zip Code: <input type="text"/>		Country: <input type="text"/>	
Start Date: <input type="text"/>		End Date: <input type="text"/>	
NO: <input type="text"/>		United States: <input checked="" type="checkbox"/>	
<b>Miscellaneous Information:</b>			
Gender: <input type="text"/>		Signature: <input type="text"/>	
Not Entered: <input type="text"/>		Voter Status: <input type="text"/>	
Telephone No: <input type="text"/>		Fax Number: <input type="text"/>	
Party Affiliation: <input type="text"/>		Email Address: <input type="text"/>	
<b>Previous Voter Name:</b>			
Last Name: <input type="text"/>		First Name: <input type="text"/>	
Middle Name: <input type="text"/>		Suffix Name: <input type="text"/>	
<b>Previous Voter Address:</b>			
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name/P.O. Box: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
Residing State: <input type="text"/>		Municipality Postal Name: <input type="text"/>	
NO: <input type="text"/>		Zip Code: <input type="text"/>	
Search: <input type="text"/>		Search: <input type="text"/>	
<b>Residing Address:</b>			
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name/P.O. Box: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
State: <input type="text"/>		Municipality: <input type="text"/>	
Zip Code: <input type="text"/>		Country: <input type="text"/>	
Start Date: <input type="text"/>		End Date: <input type="text"/>	
NO: <input type="text"/>		United States: <input checked="" type="checkbox"/>	
<b>Miscellaneous Information:</b>			
Gender: <input type="text"/>		Signature: <input type="text"/>	
Not Entered: <input type="text"/>		Voter Status: <input type="text"/>	
Telephone No: <input type="text"/>		Fax Number: <input type="text"/>	
Party Affiliation: <input type="text"/>		Email Address: <input type="text"/>	
<b>Previous Voter Name:</b>			
Last Name: <input type="text"/>		First Name: <input type="text"/>	
Middle Name: <input type="text"/>		Suffix Name: <input type="text"/>	
<b>Previous Voter Address:</b>			
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name/P.O. Box: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
County: <input type="text"/>		Municipality: <input type="text"/>	
State: <input type="text"/>		Zip Code: <input type="text"/>	
<b>Personal Residence Assistance:</b>			
Last Name: <input type="text"/>		First Name: <input type="text"/>	
Street No., Suffix A, Suffix B: <input type="text"/>		Street Name/P.O. Box: <input type="text"/>	
Address Line 2: <input type="text"/>		Address Line 3: <input type="text"/>	
State: <input type="text"/>		Municipality: <input type="text"/>	
NO: <input type="text"/>		Zip: <input type="text"/>	
Telephone No: <input type="text"/>		Telephone No: <input type="text"/>	
NO: <input type="text"/>		NO: <input type="text"/>	
<input type="button" value="Continue"/> <input type="button" value="End"/> <input type="button" value="Previous"/>			

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Figure 15: Registration Card - Voter Registration System Screen without DOB

## Enter Voter Information

On the **Registration Card – Voter Registration System without DOB** screen:

- 1 Select **Voter with No DOB**.
- 2 An "Incomplete" status will be assigned to the voter.
- 3 Enter required voter Registration data.

---

Note: When DOB is not entered, the system will save the default DOB for the voter which is 01/01/1111 for new registrations in the system and 01/01/1800 for converted voters in the system.

---

## Module 3: Change Voter Registration

Change Voter functionality is used to modify information (i.e. name, date of birth, address, telephone number and status) on a registered voter's record.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Voter Registration**.
- 3 Select **Add/Change Voter**.

The **Activities Search - Voter Registration** screen is displayed.

Figure 16: Activities Search - Voter Registration Screen

### Conduct a Statewide Search for a Voter

On the **Activities Search-Voter Registration** screen:

- 1 Enter search criteria. Valid search criteria entries and combinations are:
  - Last Name, First Name, DOB
  - Last Name, First Name with No DOB
  - Voter ID
  - NJ Driver's License Number/NJ State ID number
  - Legacy ID or Archived Legacy ID
- 2 Click on the **State Search** pushbutton.

The **Activities Select Voter - Voter Registration** screen is displayed.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Military/Overseas Status	Deleted Reason	Deleted Date
<input type="checkbox"/>		JONES	CAROL			12/10/1963	602 N Boise Ave, Unit 100, Emmett, CAMDEN	000002588			

Select Previous New Voter

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Figure 17: Activities Select Voter - Voter Registration Screen

## Select a Voter

On the **Activities Select Voter - Voter Registration** screen:

- 1 Select the voter by clicking in the Select box.
- 2 Click on the **Select** pushbutton.

The **Registration Card - Voter Registration System** screen is displayed.

Voter Info	Voter Residence	Mailing Address	Misc Info
Previous Voter Name	Previous Voter Address	Person Providing Assistance	
Registration Application - New Voter Registration SA / Cape May			
Registration Date: 05 - 04 - 2015		Voter ID:	
Voter Information: <a href="#">Top</a>			
Last Name: DOYLE First Name: CHRIS Date of Birth: 06/02/1962 / 23 years Middle: Suffix: U.S. Citizen: YES Not 18 years old before next election: YES 			
Identification No: NJ Driver's License / State ID: Last 4 Digits of SSN: <input type="checkbox"/> I have not been issued a Driver's License No or SSN Type of Registration: Proof of Identification: ID Presented: 			
Disability and Polling Place accessibility: Poll Worker: Absentee Voter Request: Felony Conviction: Effective Date: End Date: SBE: Military and Overseas: Confidentiality status: Memo: Protective Order: Memo: 			
Voter Residence: <a href="#">Top</a>			
Municipality: Zip code Search Street Nm: Street No. SUFF A SUFF B: Street Name: Apt/Unit no. Address Line 2: Address Line 3: Municipality Postal Name: Residing State Postal State: Zip Code: 			
Mailing Address: <a href="#">Top</a>			
Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit No. Address Line 2: Address Line 3: Municipality: State: Zip Code: Country: Start Date: End Date: 			
Miscellaneous Information: <a href="#">Top</a>			
Gender: Signature: Voter Status: Telephone No.: Fax Number: Email Address: Party Affiliation: 			
Previous Voter Name: <a href="#">Top</a>			
Last Name: First Name: Middle Name: Suffix Name: 			
Previous Voter Address: <a href="#">Top</a>			
Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit No. Address Line 2: Address Line 3: Municipality: County: State: Zip Code: 			
Person Providing Assistance: <a href="#">Top</a>			
Last Name: First Name: Suffix: Street No. SUFF A SUFF B: Street Name/P.O. Box: Apt/Unit no. Address Line 2: Address Line 3: Municipality: State: Zip: Telephone No.: 			
<input type="button" value="Continue"/> <input type="button" value="Exit"/> <input type="button" value="Previous"/>			

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Figure 18: Registration Card - Voter Registration System Screen



## Module 4: Transfer Existing Voter Between Counties

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Voter Registration**.
- 3 Select **Add/Change Voter**.

The **Activities Search - Voter Registration** screen is displayed.

Figure 19: Activities Search - Voter Registration Screen

### Conduct a Statewide Search for a Voter

On the **Activities Search-Voter Registration** screen:

- 1 Enter search criteria. Valid search criteria entries and combinations are:
  - Last Name, First Name, DOB
  - Last Name, First Name with No DOB
  - Voter ID
  - NJ Driver's License Number/NJ State ID number
  - Legacy ID or Archived Legacy ID
- 2 Click on the **State Search** pushbutton.

The **Activities Select Voter - Voter Registration** screen is displayed.

## Select a Voter

On the **Activities Select Voter - Voter Registration** screen:

- 1 Select the voter by clicking in the Select box.
- 2 Click on the **Select** pushbutton.
  - Transfer Existing Voter – Accept screen (similar to the process described in New Voter Registration).
  - Transfer Existing Voter – Final Activity screen (similar to the process described in New Voter registration with relevant buttons enabled).

# **Chapter 3**

## **Inquiries**



CHAPTER 3

Inquiries

The Inquiry module allows an authorized user to select and review voter data and system records. It provides a quick method to retrieve an existing voter’s record and view information on the voter, change, or delete the voter.

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## Module 1: Voter Registration Inquiry

A County or Statewide Voter Registration inquiry may be conducted for a voter using various search criteria. The Voter Registration information can be viewed, as well as the Voter's Previous Name, Previous Address, Election History, scanned signature, scanned registration card, Audit History, Purge/Cancellation History, Party History, and Poll Worker History. These each will display in a pop-up window when the corresponding pushbutton is clicked.

The following functions can be performed to a voter's record from the Voter Registration Inquiry process:

- View a Voter's Record
- Change a Voter
- Scan/Print Process
- Display Signature

### Search for Voter

Searches for voters through the Inquiry module may be conducted either Statewide or within a County using any voter identifiers or name criteria, i.e. Voter ID, Last Name, Driver's License Number, etc. Searches for voters may also be conducted within a specified city using a street address.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Registration**.

The ***Inquiry Voter Registration*** search screen is displayed.

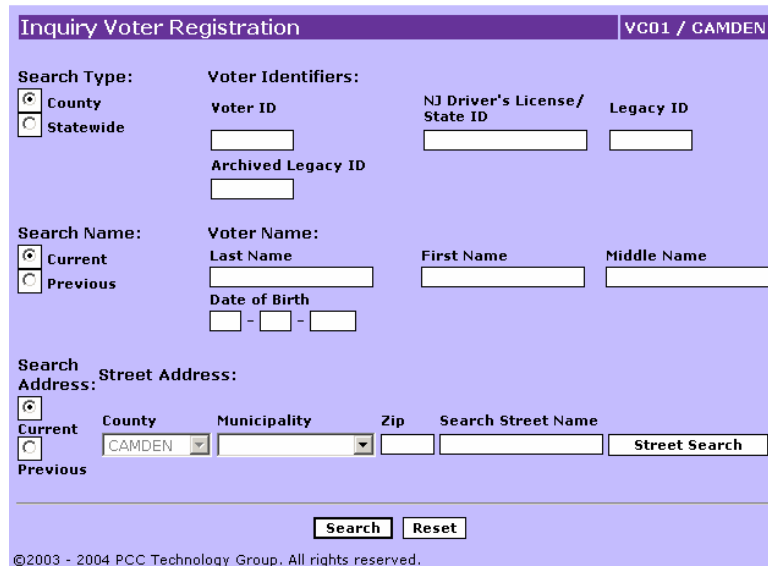


Figure 20: Inquiry Voter Registration Screen

## Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers
- Search by Voter Name
- Search by Street Address

### Search by Voter Identifiers

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **County** or **Statewide** radio button.
- 2 Enter one of the following search criteria:
  - Voter ID
  - NJ Drivers License / NJ State ID No. searches)
  - Legacy ID
  - Archived Legacy ID
- 3 Click on the **Search** pushbutton.

If any matches are found, the ***Select Voter - Inquiry Voter Registration*** screen is displayed.

If no matches are found, a notification message of "No Voters Found" is displayed.

## Search by Voter Name

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Enter any of the following voter search criteria:
  - Partial or Full Last Name (see note)
  - Partial or Full First Name (see note)
  - Middle Name
  - Any of the above + DOB
  - Partial or Full Last Name Only (see note)
  - DOB Only
- 3 Click on the **Search** pushbutton.

If any matches are found, the **Select Voter - Inquiry Voter Registration** screen is displayed.

If no matches are found, a notification message of "No Voters Found" is displayed.

---

Note: Partial Name Searches are permitted on the First Name and Last Name. At least the first character of the Last Name and/or the first character of the First Name must be entered.

---

## Search by Street Address

### Enter Street Search Criteria

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Select a city from the drop-down list.
- 3 Enter at least the first letter of a street name in the Search Street Name field.
- 4 Click on the **Street Search** pushbutton.

The **Activities Search – Streets** screen is displayed with a list of all streets in the county/city with initial character(s) that match those entered.

---

Note: Searching on a partial street name can be more effective.

---

### View Street Ranges

On the **Activities Search – Streets** screen:

- 1 Click on the **View** pushbutton to the right of the street name.

The **Address Name Street - Display Street Addresses** pop-up window displays the street ranges for the selected street.



### Select a Street

On the **Activities Search – Streets** pop-up window:

- 1 Select a street by clicking on the radio button to the left of the name.
- 2 Click on the **Select** pushbutton at the bottom of the list.

The pop-up window closes and the selected street name appears in the **Street Name** field.

### Conduct the Search

On the **Inquiry - Voter Registration** screen:

- 1 Click on the **Search** pushbutton.

The **Select Voter - Inquiry Voter Registration** screen is displayed with all voters who reside on the selected street.

## Review Search Results

Voters with matching criteria are displayed on the **Select Voter – Inquiry Voter Registration** screen.

- *View a Voter Record* (on page 46) to view the voter's record.
- *Change Voter* (on page 52) to change voter registration information.
- *Purge a Voter* (on page 52) to purge a voter from the system.
- *Scan/Print Process* (on page 53) for scanning and printing options.

---

Note: Purge a Voter is only available for a State level user.

---

Select Voter - Inquiry Voter Registration										VC01 / CAMDEN	
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		LAMBERT	JONATHAN			08/21/1964	3616 Mesa Ave, Unit50, Emmett,	000008651			
<input type="radio"/>		LAMBERT	PAMELA			06/01/1971	3616 Mesa Ave, Unit50, Emmett,	000008652			

1

Note: If status is blank, that implies the voter status is Active

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Figure 21: Select Voter - Inquiry Voter Registration Screen

## View a Voter Record

The following can be viewed on a voter's record from the ***Inquiry - View Voter Registration*** screen:

- Previous Name
- Previous Addresses
- Previous Party
- Election History (same as Voter Election History Inquiry)
- Display Signature
- Audit History (same as Voter Change Audit Inquiry)
- Deleted History (same as Purged Voters Inquiry)
- Poll Worker History

## Select a Voter Record to View

On the ***Select Voter – Inquiry Voter Registration*** screen:

- 1 Select a voter by clicking the **Select** radio button next to the name.
- 2 Click on the **View** pushbutton at the bottom of the screen.

The ***Inquiry – View Voter Registration*** screen is displayed.

Inquiry - View Voter Registration		VC01 / CAMDEN															
<b>Previous Name</b>	<b>Previous Address</b>	<b>Previous Party</b>															
<b>Voter Information:</b> <b>Voter's Name:</b> <b>Date of Birth:</b> <b>Voter ID:</b> 000008651 <b>NJ Driver's License / State ID:</b> <b>Legacy ID:</b> <b>Archived Legacy ID:</b>	<b>Residence Address:</b> <b>County:</b> CAMDEN <b>Unit:</b> <b>Address Line 2:</b> <b>Address Line 3:</b> <b>Municipality :</b> <b>State:</b> <b>Zip:</b>	<b>Party Information:</b> <b>Current Party:</b> Unaffiliated <b>Party Privilege Date:</b>															
<b>Status Information:</b> <b>Voting Privilege Date:</b> <b>Current Status :</b> <b>Date Last Voted :</b> <b>Poll Worker Status:</b>	<b>Miscellaneous:</b> <b>Gender:</b> <b>Absentee Ballot Type:</b> None <b>Registration Type :</b>																
<div> <div>Display Signature</div> <div>Poll Worker History</div> <div>Audit History</div> <div>Deleted History</div> <div>Election History</div> </div>																	
<b>Mailing Address:</b> <table> <tr> <td>Street Number</td> <td>Street Name/P.O. Box</td> <td>Unit</td> </tr> <tr> <td>Address Line 2</td> <td>Address Line 3</td> <td></td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td>Country:</td> <td></td> <td></td> </tr> </table>			Street Number	Street Name/P.O. Box	Unit	Address Line 2	Address Line 3		City	State	Zip Code	Country:					
Street Number	Street Name/P.O. Box	Unit															
Address Line 2	Address Line 3																
City	State	Zip Code															
Country:																	
<b>Districts:</b> <table> <tr> <td>Congressional</td> <td>School</td> <td>Legislative</td> </tr> <tr> <td>Fire</td> <td>Ward</td> <td>Freeholder</td> </tr> <tr> <td>District</td> <td></td> <td></td> </tr> <tr> <td>Regional School</td> <td></td> <td></td> </tr> <tr> <td>Polling Place</td> <td></td> <td></td> </tr> </table>			Congressional	School	Legislative	Fire	Ward	Freeholder	District			Regional School			Polling Place		
Congressional	School	Legislative															
Fire	Ward	Freeholder															
District																	
Regional School																	
Polling Place																	
<b>Memo:</b> <div></div>																	
<div>Previous</div>																	

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Figure 22: Inquiry - View Voter Registration Screen

## View Previous Name

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Name** pushbutton.

The voter's name history is displayed in the ***Inquiry - Previous Name*** pop-up window.

## Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

## View Previous Address

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Address** pushbutton.

The voter's address history is displayed in the ***Inquiry - Previous Addresses*** pop-up window.

Figure 23: Inquiry - Previous Addresses Screen

## Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

## Display Signature

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Display Signature** pushbutton.

The scanned signature is displayed in the ***Inquiry – Voter Signature*** popup window.

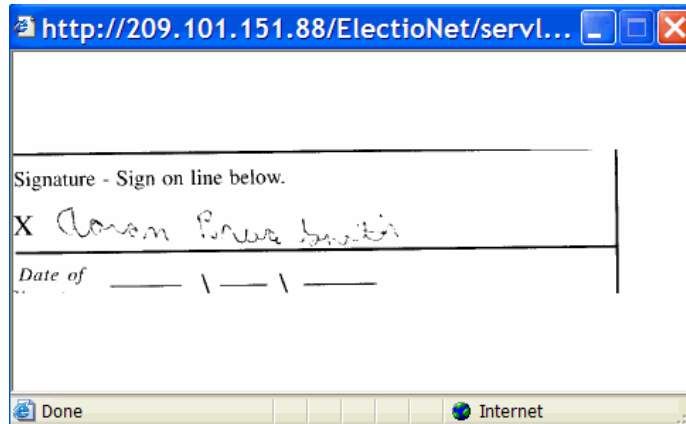


Figure 24: Signature Image Pop-Up Window

### Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

### View Poll Worker History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Address** pushbutton.

The voter's history as a poll worker is displayed in the ***Poll Worker History*** pop-up window.

### Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

### View Audit History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Audit History** pushbutton.

The voter's audit history is displayed in the ***Inquiry – Voter Change Audit History*** pop-up window.

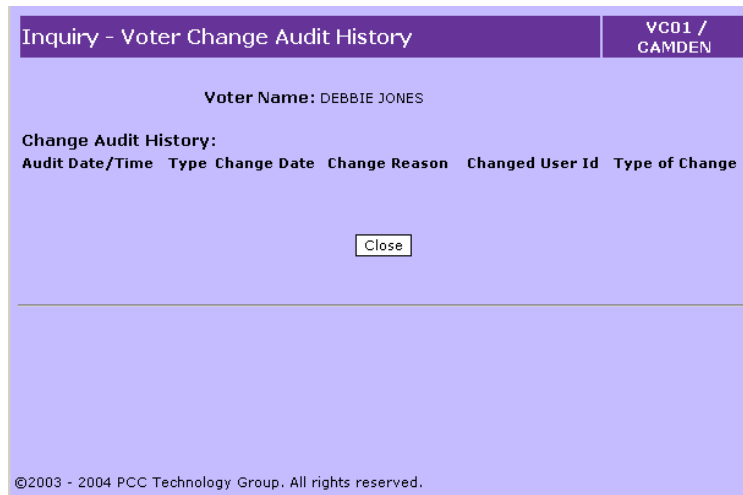


Figure 25: Inquiry - Voter Change Audit History Screen

### Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

### View Deleted History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Deleted History** pushbutton.

The purged/cancelled voters are displayed in the ***Inquiry – Deleted History*** pop-window.

Deleted Date	Deleted Reason	Voter ID	Last Name	First Name	Old Address	New Address	DOB
--------------	----------------	----------	-----------	------------	-------------	-------------	-----

Close

Legend :  
Purge/Can Date=Purge/Cancellation Date  
Reason for Purge/Can=Reason for Purge/Cancellation

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Figure 26: Inquiry - Deleted History Screen

## Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

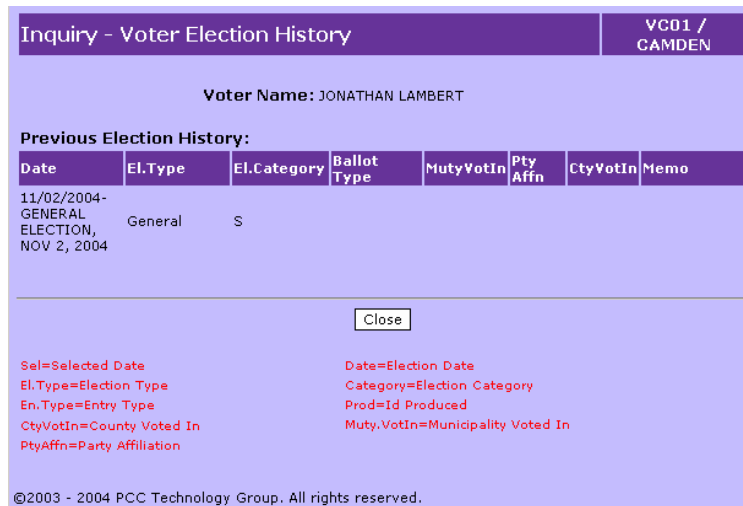
The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

## View Election History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Election History** pushbutton.

The voter's Election History is displayed in the ***Inquiry – Voter Election History*** pop-up window.



Date	El.Type	El.Category	Ballot Type	MutyVotIn	Pty Affn	CtyVotIn	Memo
11/02/2004- GENERAL ELECTION, NOV 2, 2004	General	S					

Close

Sel=Selected Date  
El.Type=Election Type  
En.Type=Entry Type  
CtyVotIn=County Voted In  
PtyAffn=Party Affiliation

Date=Election Date  
Category=Election Category  
Prod=Id Produced  
Muty.VotIn=Municipality Voted In

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Figure 27: Inquiry - Voter Election History Screen

## Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

## Change Voter

### Select a Voter Record to Change

On the ***Select Voter – Inquiry Voter Registration*** screen:

- 1 Select a voter by clicking the **Select** radio button next to the name.
- 2 Click on the **Change** pushbutton.

The ***Registration Card – Change Voter*** screen is displayed.

---

You can now make changes to the voter record as detailed in *Change the Voter Information* (see "Module 3: Change Voter Registration" on page 36).

---

## Purge a Voter

### Select a Voter Record to Delete

On the ***Select Voter – Inquiry Voter Registration*** screen:

- 1 Select a voter by clicking the **Select** radio button next to the name.



- 2 Click on the **Purge** pushbutton.

The **Inquiry - Confirm Purge Voter** screen is displayed.

## Confirm the Purge

On the **Inquiry - Confirm Purge Voter** screen:

- 1 Click on the **Purge** pushbutton.
- 2 A delete confirmation message is displayed.
- 3 Click on the **OK** pushbutton.

The selected voter is deleted from the system.

## Scan/Print Process

Registration cards and signatures may be scanned and documents may be printed through the Inquiry process. This is helpful if the scanning and printing is being done at a later time from when the voter registration is entered.

## Select a Voter Record for Scan/Print Options

On the **Select Voter - Inquiry Voter Registration** screen:

- 1 Select a voter by clicking the **Select** radio button next to the name.
- 2 Click on the **Scan/Print** pushbutton.

The **Voter Inquiry – Scan Print Process** screen is displayed.

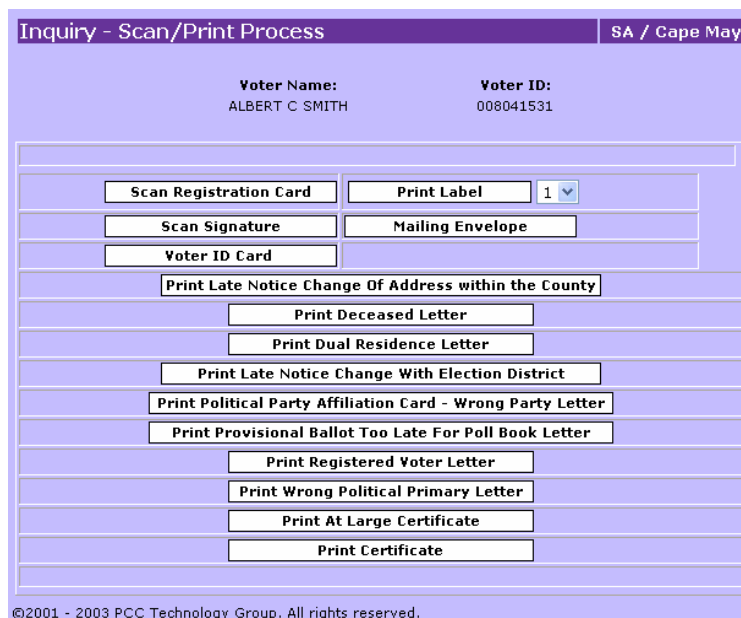


Figure 28: Inquiry Scan/Print Process Screen

## Module 2: Voter Absentee Application Inquiry

This function allows the authorized user to view the Absentee Application History for a specific voter. A County or Statewide inquiry may be conducted using various search criteria. The Absentee Application History on the voter may be viewed, but not altered, from this module.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Absentee Application**.

The **Inquiry Voter Absentee Application** screen is displayed.

Figure 29: Inquiry Voter Absentee Application Screen

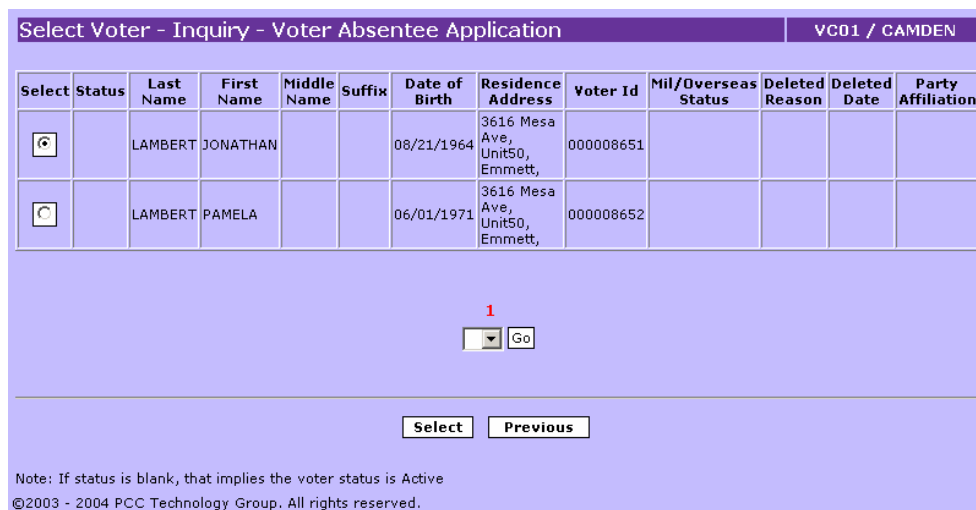
### Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 43)
- Search by Voter Name (on page 44)
- Search by Street Address (on page 44)

## Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Absentee Application** screen.



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		LAMBERT	JONATHAN			08/21/1964	3616 Mesa Ave, Unit50, Emmett,	000008651				
<input type="radio"/>		LAMBERT	PAMELA			06/01/1971	3616 Mesa Ave, Unit50, Emmett,	000008652				

1

Note: If status is blank, that implies the voter status is Active  
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Figure 30: Select Voter - Inquiry - Voter Absentee Application Screen

## Select a Voter

On the **Select Voter – Inquiry Voter Absentee Application** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The **Inquiry – Voter Absentee Application** screen is displayed.



Election Date-Name	Election Type	Election Category	Appln. Received Date	Ballot Sent Date
--------------------	---------------	-------------------	----------------------	------------------

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Figure 31: Inquiry - Voter Absentee Application Screen

## Module 3: Voter Absentee Ballot Inquiry

This function allows the authorized user to view the Absentee Ballot History for a specific voter. A County or Statewide inquiry may be conducted using various search criteria. The Absentee Ballot History on the voter may be viewed, but not altered, from this module.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Absentee Ballot**.

The **Inquiry Voter Absentee Ballot** screen is displayed.

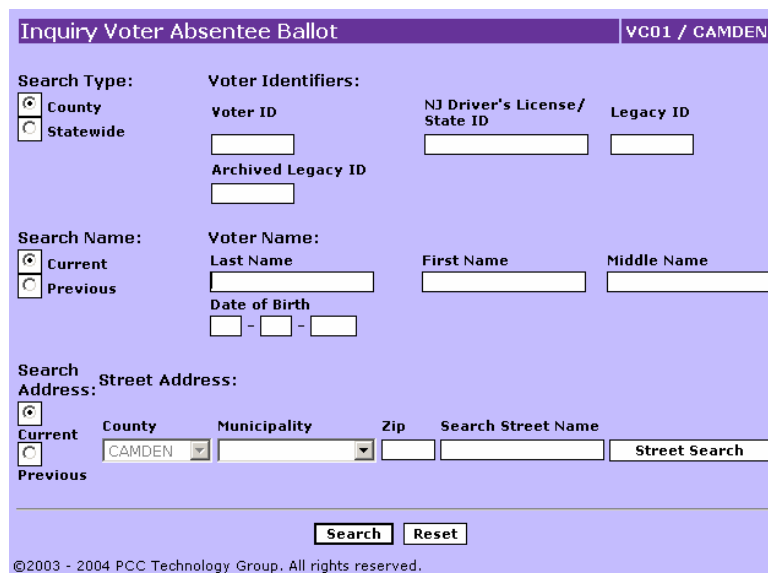


Figure 32: Inquiry Voter Absentee Ballot Screen

### Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 43)
- Search by Voter Name (on page 44)
- Search by Street Address (on page 44)

## Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Absentee Ballot** screen.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		LAMBERT	JONATHAN			08/21/1964	3616 Mesa Ave, Unit50, Emmett,	000008651				
<input type="radio"/>		LAMBERT	PAMELA			06/01/1971	3616 Mesa Ave, Unit50, Emmett,	000008652				

1

Note: If status is blank, that implies the voter status is Active  
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Figure 33: Select Voter - Inquiry Voter Absentee Ballot Screen

## Select a Voter

On the **Select Voter – Inquiry Voter Absentee Ballot** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The **Inquiry – Voter Absentee Ballot** screen is displayed.

Figure 34: Inquiry - Voter Absentee Ballot Screen

## Module 4: Voter Election History Inquiry

This function allows the authorized user to view the Election History for a specific voter. A County or Statewide inquiry may be conducted using various search criteria. The Election History on the voter may be viewed, but not altered, from this module.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Election History**.

The **Inquiry Voter Election History** screen is displayed.

Figure 35: Inquiry Voter Election History Screen

### Enter Search Criteria

The following search options are available for inquiries:

- Search by *Voter Identifiers* (on page 43)
- Search by *Voter Name* (on page 44)
- Search by *Street Address* (on page 44)

## Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Election History** screen.

Select Voter - Inquiry Voter Election History											VC01 / CAMDEN	
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		LAMBERT	JONATHAN			08/21/1964	3616 Mesa Ave, Unit50, Emmett,	000008651				
<input type="radio"/>		LAMBERT	PAMELA			06/01/1971	3616 Mesa Ave, Unit50, Emmett,	000008652				

1

Note: If status is blank, that implies the voter status is Active  
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Figure 36: Select Voter - Inquiry Voter Election History Screen

## Select a Voter

On the **Select Voter – Inquiry Voter Election History** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The ***Inquiry – Voter Election History*** screen is displayed.

Inquiry - Voter Election History					SA / Cape May	
<b>Voter Name:</b> ALBERT C SMITH SR						
<b>Previous Election History:</b>						
El.Date & Name	El.Type	El.Code	Bal.Type	CtyVotIn	MutyVotIn	Pty Affn Memo
<div> <div>El.Date=Election Date</div> <div>El.Type=Election Type</div> <div>El.Code=Election Code</div> <div>Bal.Type=Ballot Type</div> <div>MutyVotIn=Municipality Voted In</div> <div>CtyVotIn=County Voted In</div> <div>PtyAffn=Party Affiliation</div> </div>						

Figure 37: Inquiry - Voter Election History Screen



## Module 5: Voter Change Audit Inquiry

This function allows the authorized user to view the changes made to a voter's record. A County or Statewide inquiry may be conducted using various search criteria. The Change Audit History on the voter may be viewed, but not altered, from this module.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Change Audit**.

The ***Inquiry Voter Change Audit History*** screen is displayed.

Figure 38: Inquiry Voter Change Audit History Screen

### Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 43)
- Search by Voter Name (on page 44)
- Search by Street Address (on page 44)

## Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Change Audit History** screen.

Select Voter - Inquiry Voter Change Audit History											VC01 / CAMDEN		
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation	
<input type="radio"/>		LAMBERT	JONATHAN			08/21/1964	3616 Mesa Ave, Unit50, Emmett,	000008651					
<input type="radio"/>		LAMBERT	PAMELA			06/01/1971	3616 Mesa Ave, Unit50, Emmett,	000008652					

1

Note: If status is blank, that implies the voter status is Active  
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Figure 39: Select Voter - Inquiry Voter Change Audit History Screen

## Select a Voter

On the **Select Voter – Inquiry Voter Change Audit History** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The ***Inquiry - Voter Change Audit History*** screen is displayed.

Inquiry - Voter Change Audit History				SA / Cape May	
Voter Name: AIMEE SMITH					
Change Audit History:					
Audit Date/Time	Type	Change Date	Change Reason	Changed User Id	Type of Change

Figure 40: Inquiry - Voter Change Audit History Screen

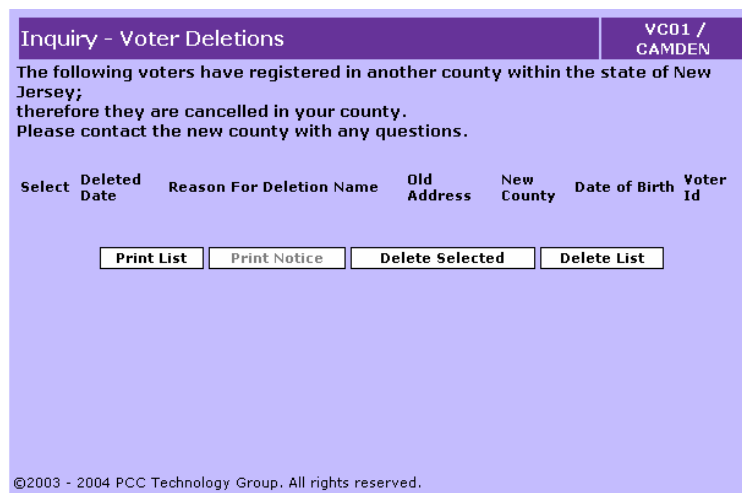
## Module 6: Voter Deletions Inquiry

This function displays voters who were deleted. The authorized user may use this functionality to view voters who were deleted in their County.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Deletions**.

The **Inquiry – Voter Deletions** screen is displayed for all the deleted voters.



Select	Deleted Date	Reason For Deletion Name	Old Address	New County	Date of Birth	Voter Id
--------	--------------	--------------------------	-------------	------------	---------------	----------

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Figure 41: Inquiry - Voter Deletions Screen

### Print List

- 1 Click on the **Print List** pushbutton.

The list of deleted voters is sent to the printer.

### Delete Notice

- 1 Select the deleted voters you wish to print Notices for by checking the appropriate **Select** checkboxes. To select all the deleted voters, click on the **Select All** pushbutton.
- 2 Press the **Print Notice** pushbutton

Notices are generated for the selected deleted voters and sent to be batch printed at a later time.

## Remove Voters from List

- 1 Select the deleted voters you wish to remove from the list by checking the appropriate **Select** checkboxes. To select all the deleted voters, click on the **Select All** pushbutton.
- 2 Click on the **Delete Selected** pushbutton.

The selected voters are deleted from the Deleted Voters List.

## Module 7: County Data Inquiry

This function allows the authorized user to view the street ranges and district information for a specific street.

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **County Data**.

The ***Inquiry – County Information*** screen is displayed.

Inquiry-County Information					VC01 / CAMDEN	
County Name: CAMDEN						
County Board of Elections						
Name	Address	Title	Phone No.	Fax No.	Date Last updated	
AA AA	AA AA AA NJ 11111	AA	1111111111	1111111111	08/04/2005	
County Clerk						
County Superintendent of Elections / Commissioner of Registrations						
Municipal Clerks						
Municipality Name	Name	Address	Title	Phone No.	Fax No.	Date Last updated

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Figure 42: Inquiry-County Information Screen

## Module 8: Purged Voter Inquiry

Voters who have been Purged may be searched upon through the Purged Voter Inquiry. Purged voters cannot be brought back into the main system

---

Note: This Module is for State Users only.

---

### Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Purged Voter**.

The ***Inquiry Voter Purged Voters*** screen is displayed.

Figure 43: Inquiry Voter Purged Voters Screen

### Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 43)
- Search by Voter Name (on page 44)
- Search by Street Address (on page 44)

### Review Search Results

Voters with matching criteria are displayed on the ***Inquiry – View Purged Voter*** screen. These voters cannot be brought back into the main system.

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# **Chapter 4**

## **Duplicate Voter**



CHAPTER 4

Duplicate Voter

The Duplicate Voter functionality enables an authorized user to identify, compare and change potential duplicate voter records.

In This Chapter

Module 1: Change or Merge Voter Records	70
Module 2: Unmerge Merged Voters	73

## Module 1: Change or Merge Voter Records

If the records are for two different voters, and one of the records should be changed, change the voter information. If the records are for the same voter, one of the records should be cancelled.

The Voter Registration - Change module may be accessed directly from the **Select Voter - Duplicate Voter Comparison** screen.

Note: The **Change** pushbutton is enabled only if the voter is registered in the authorized user's county.

## Search and Compare Duplicate Records

The Voter Name search criteria must consist of any combination of two or more names, or at least two names and the Date of Birth.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Duplicate Voters**.

The **Select Voter - Duplicate Voter Search** screen is displayed.

Select Voter - Duplicate Voter Search		VC01 / CAMDEN									
<b>Search Type:</b> <input checked="" type="radio"/> County <input type="radio"/> State											
<b>Voter Identifiers:</b> NJ Driver's License / State ID No. <input type="text"/> <input type="text"/>											
<b>Voter Name:</b> <table> <tr> <td>Last Name</td> <td>First Name</td> <td>Middle Name</td> <td>Date of Birth</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> - <input type="text"/> - <input type="text"/></td> </tr> </table>				Last Name	First Name	Middle Name	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Last Name	First Name	Middle Name	Date of Birth								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>								
<b>Street Address :</b> <table> <tr> <td>County</td> <td>Municipality</td> <td>Zip Code</td> <td>Street Name</td> </tr> <tr> <td><input type="text" value="CAMDEN"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>				County	Municipality	Zip Code	Street Name	<input type="text" value="CAMDEN"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Municipality	Zip Code	Street Name								
<input type="text" value="CAMDEN"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
<input type="button" value="Search"/>			<input type="button" value="Reset"/>								

Figure 44: Select Voter - Duplicate Voter Search Screen

## Conduct Duplicate Voter Search

On the **Select Voter - Duplicate Voter Search** screen:

- 1 Select Search Type of "County" or "Statewide"
- 2 Enter search criteria as follows:
  - NJ Drivers License/State ID No. or Last four Digits of SSN.
  - Voter Last Name.
  - Voter First Name.
  - Voter Date of Birth.
  - Select County from drop-down list (optional).
  - Select Municipality from drop-down list.
  - Enter a partial street name and click on **Search**. On selecting a street from the select street window, the selected street will be displayed there.
- 3 Click on the **Search** pushbutton.

The **Select Voter – Duplicate Voter Search** screen is displayed showing voters with exact matches to the selection criteria.













Select Voter - Duplicate Voter Search												VC01 / CAMDEN
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Military/ Overseas	Deleted Date	Deleted Reason	Compare Button
		JOHNSTON	JANEAN			06/28/1953	2186 Greenbrier Dr, Unit100, Emmett, CAMDEN	000000935				
		JOHNSTON	JOAN			06/04/1937	1402 E Main St, Emmett, CAMDEN	000000936				
		JOHNSTON	JOLENE			07/10/1935	720 E 5th St, Emmett, CAMDEN	000004399				
		JOHNSTON	KARL			06/04/1967	1039 Lincoln Ave, Unit100, Emmett, CAMDEN	000007059				
		JOHNSTON	ORVAL			07/11/1934	1402 E Main St, Unit100, Emmett, CAMDEN	000000937				
		JOHNSTON	RICHARD			07/22/1951	2186 Greenbrier Dr, Unit50, Emmett, CAMDEN	000000938				

Figure 45: Select Voter - Duplicate Voter Search Screen

## Select and Compare Retrieved Records

On the **Select Voter – Duplicate Voter Search** screen:

- 1 Select one of the voter records by clicking on the **Select** pushbutton next to the record.
- 2 Click on the **Compare** pushbutton for the other voter.

The **Select Voter - Duplicate Voter Comparison** screen is displayed.

Select Voter - Duplicate Voter Comparison		VC01 / CAMDEN	
Confidence Factor	40		
<b>Voter1</b>		<b>Voter2</b>	
Registration Date	07/31/1995	Registration Date	10/24/1986
Name	JOLENE JOHNSTON	Name	ORVAL JOHNSTON
Residence Address : St Address	720 E 5th St, Emmett,	Residence Address : St Address	1402 E Main St, Unit100, Emmett,
Municipality	Emmett	Municipality	Emmett
County	CAMDEN	County	CAMDEN
Mailing Address :	720 E 5th St, Emmett,	Mailing Address :	1402 E Main St, Unit100, Emmett,
Date Of Birth	07/10/1935	Date Of Birth	07/11/1934
Driver's License No./State ID No	NULL	Driver's License No./State ID No	NULL
Phone Number	0003656214	Phone Number	0000000000
Last Voted Date		Last Voted Date	
Voter Id	000004399	Voter Id	000000937
Legacy ID	27068	Legacy ID	12002
Archived Legacy ID	GEM	Archived Legacy ID	GEM
Signature	No Signature	Signature	No Signature
<input type="button" value="Change"/>	<input type="button" value="Merge&gt;&gt;"/>	<input type="button" value="Change"/>	<input type="button" value="&lt;&lt;Merge"/>
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Figure 46: Select Voter - Duplicate Voter Comparison Screen

## Change or Merge the Records

On the **Select Voter - Duplicate Voter Comparison** screen:

- 1 Click on the **Change** pushbutton for one of the voters.

The **Registration Card – Change Voter** screen is displayed with the voter record details.

## Module 2: Unmerge Merged Voters

This functionality allows the user to unmerge voters. Through the Merge Process, a Voter's Name History, Address History, Party History, Election History and Absentee Ballot information can be merged. If this was done in error, the Unmerge process would associate the history and absentee ballot information back with the original voter (considered duplicate in the merge process).

### Navigation

- 1 Select [Activities](#).
- 2 Select [Duplicate Voters](#).
- 3 Select [Unmerge – Merged Voters](#).

The **Select Voter - Duplicate Voter Search** search criteria screen is displayed.

Figure 47: Select Voter - Duplicate Voter Search Screen

### Enter Search Criteria

- 1 Enter the voter search criteria. At least one of the following must be used:
  - NJ Drivers License/State ID No.
  - Last 4 Digits of SSN
  - Voter Last Name
  - Voter First Name
  - Voter Middle Name
  - Voter Date of Birth

- Click on the [Search](#) pushbutton.

Search results are displayed on the **Select Voter – Merged Voter Comparison** screen.

Note: The search is always done in the county of the logged in user. The system will look for Merged Duplicate records (records that were identified as “Duplicate” and were merged with a parent record) within the county of the logged in user.

Duplicate Voter		Original Voter	
Registration Date	05/18/2004	Registration Date	07/23/1974
Name	AARON SMITH	Name	AGNES SMITH
Residence Address : St Address	1110 Crystal Creek Dr, Unit50, Emmett,	Residence Address : St Address	2100 Daniel Dr, Unit100, Emmett,
Municipality	Emmett	Municipality	Emmett
County	CAMDEN	County	CAMDEN
Mailing Address :	1110 Crystal Creek Dr, Unit50, Emmett,	Mailing Address :	2100 Daniel Dr, Unit100, Emmett,
Date Of Birth	07/26/1981	Date Of Birth	12/05/1925
Driver's License No./State ID No	VA111786I	Driver's License No./State ID No	123456789
Phone Number	NULL	Phone Number	0000000000
Last Voted Date		Last Voted Date	
Voter Id	000005926	Voter Id	000001646
Legacy ID	34966	Legacy ID	13532
Archived Legacy ID	GEM	Archived Legacy ID	GEM
Signature	No Signature	Signature	No Signature
<b>Unmerge</b>			

Figure 48: Select Voter - Merged Voter Comparison Screen

## Unmerge the Records

On the **Select Voter - Merged Voter Comparison** screen:

- Click on the [Unmerge](#) pushbutton.

The history and absentee ballot information is assigned to the parent voter.

Note: If you do not desire to unmerge, click on the [Previous](#) pushbutton. You will be returned to the **Select Voter – Duplicate Voter Search** screen.



# **Chapter 5**

## **Voter History**



## CHAPTER 5

# Voter History

The Voter History function is used to add, delete, and view voter history. A variety of types of voter history can be maintained using this function: Name, Address, Election, Party, Correspondence, and Multiple Election. Each of these options can be accessed from the **Maintain Voter History** option of the Activities Menu.

For each of the above histories that are maintained by the system, with the exception of Election, an audit record is created that may be viewed through the Voter Change Audit option on the Inquiries Menu. In most cases, voter history is automatically created and stored by the system (e.g., when a change of name occurs, a previous name record is created for that voter). In other instances, voter history may be created and maintained by an authorized user (e.g., voter participation information may be uploaded from the Poll Book by the authorized user).

### In This Chapter

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## Module 1: View/Maintain Voter Name History

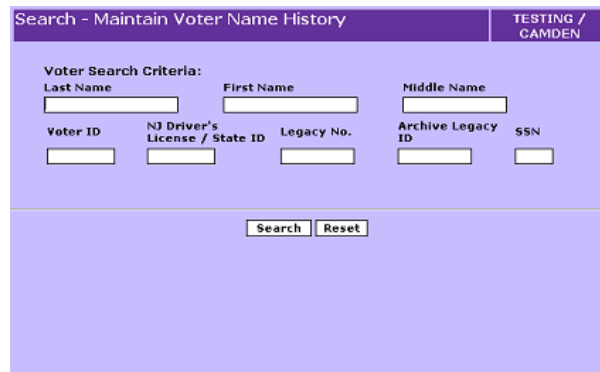
The Voter Name History functionality enables authorized users to perform a name change on a specific voter and automatically creates a previous name history for that voter. Name changes may be added or deleted through this method. Any voter name changes made in the Voter Registration module are automatically recorded here.

### View Voter Name History

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Name History**.

The **Search – Maintain Voter Name History** screen is displayed.



Search - Maintain Voter Name History

TESTING / CAMDEN

Voter Search Criteria:

Last Name First Name Middle Name

Voter ID NJ Driver's License / State ID Legacy No. Archive Legacy ID SSN

Search Reset

Figure 49: Search - Maintain Voter Name History Screen

#### Search for and Select a Voter

##### Search for a Voter

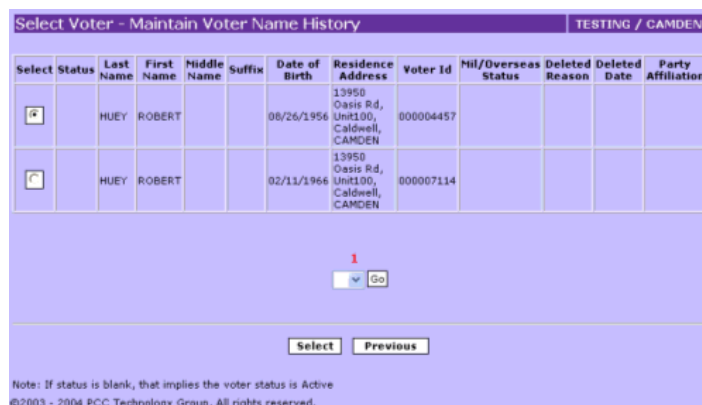
On the **Search – Maintain Name History** screen:

- 1 Enter Voter Search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID
  - Combination of Last Name and First Name
  - Driver's License/State ID No.
  - Legacy ID
  - Archived Legacy ID

- Last 4 digits of SSN
- 2 Click on the **Search** pushbutton.

Search results are displayed in the **Select Voter - Maintain Voter Name History** screen.

Search allows partial Last Name and partial First Names.



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Nil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		HUEY	ROBERT			08/26/1956	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	000004457				
<input type="radio"/>		HUEY	ROBERT			02/11/1966	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	000007114				

1  
Go

Select Previous

Note: If status is blank, that implies the voter status is Active.  
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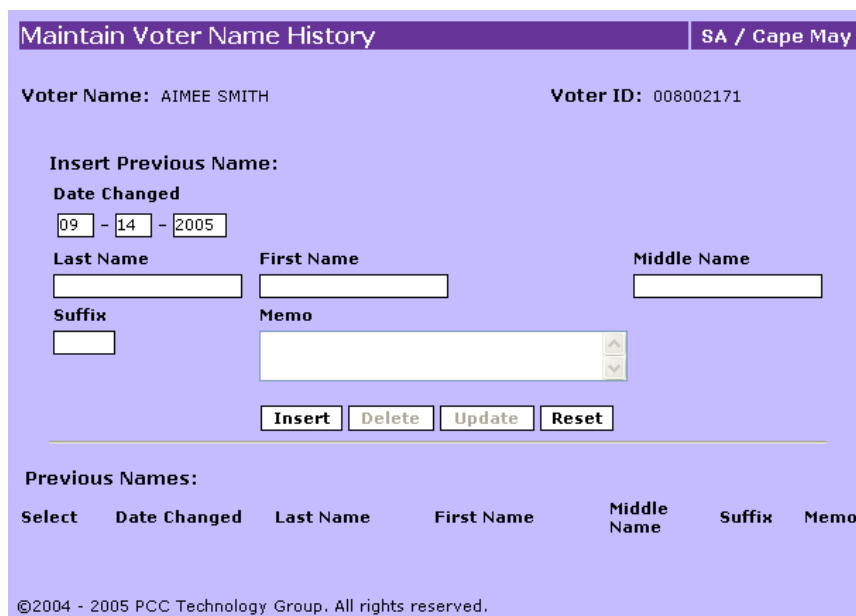
Figure 50: Select Voter - Maintain Voter Name History Screen

### Select a Voter

On the **Select Voter - Maintain Voter Name History** screen:

- 1 Select a voter by clicking on the radio button to the left of the name.
- 2 Click on the **Select** pushbutton.

The **Maintain Voter Name History** screen is displayed.



Maintain Voter Name History SA / Cape May

Voter Name: AIMEE SMITH Voter ID: 008002171

Insert Previous Name:

Date Changed: 09 - 14 - 2005

Last Name: First Name: Middle Name:

Suffix: Memo:

Insert Delete Update Reset

Previous Names:

Select	Date Changed	Last Name	First Name	Middle Name	Suffix	Memo
--------	--------------	-----------	------------	-------------	--------	------

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Figure 51: Maintain Voter Name History Screen

## Maintain Voter Name History

A Name History record may be manually added, updated or deleted through this module. When adding a previous name, the system verifies that the Date Changed is not greater than the current date or less than the birth date of the voter.

---

Note: Any name changes made in this module will not generate a letter.

---

### Add a Previous Voter Name History Record

On the **Maintain Voter Name History** screen under **Insert Pervious Name:**

- 1 Enter the following:
  - Date Changed
  - Last Name
  - First Name
  - Middle Name (optional)
  - Suffix (optional)
  - Memo (optional)

- 2 Click on the **Insert** pushbutton.

The database is updated and the record is added to the screen.

---

Note: Date Changed, First Name and Last Name are required.

---

### Update a Previous Voter Name History Record

On the **Maintain Voter Name History** screen under **Previous Names:**

- 1 Select a Voter Name History record by clicking on the **Select** radio button next to the record.
- 2 The information is available for editing in the top-portion of the screen.
- 3 Make the necessary changes.
- 4 Click on the **Update** pushbutton.

The update is made on the voter's Name History.

---

Note: First and Last Names must be completed even if there is no change to that particular name.

---

### Delete a Previous Voter Name History Record

On the **Maintain Voter Name History** screen under **Previous Names:**

- 1 Select a Voter Name History record by clicking on the **Select** radio button next to the record.

- 2 Click on the **Delete** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The record is removed from the voter's history.

## Module 2: View/Maintain Election History

The Election History functionality is used to add, modify or delete election history for a specific voter. The system will show only the last six years of elections, including the last three Primary and General elections.

Any voting history entries made in the Multiple Election History module and Absentee Ballot module are recorded here automatically. Election History also may be added, modified or deleted manually through this module.

### View Voter Election History

#### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select [Maintain Voter History](#).
- 3 Select [Election History](#).

The **Search – Maintain Voter Election History** screen is displayed.

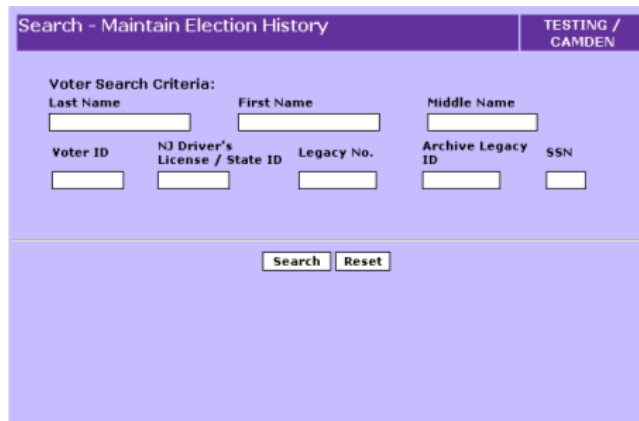


Figure 52: Search - Maintain Election History Screen

### Search for and Select a Voter

#### Search for a Voter

On the **Search – Maintain Election History** screen:

- 1 Enter Voter Search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID



- Combination of Last Name and First Name
- Driver's License/State ID No.
- Legacy ID
- Archived Legacy ID
- Last Four Digits of SSN

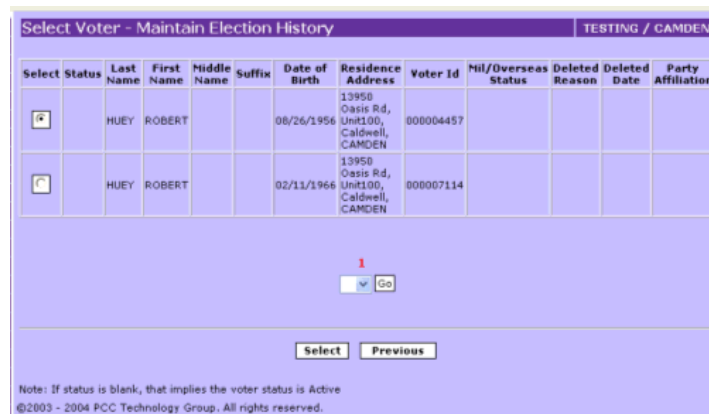
2 Click on the **Search** pushbutton.

Search results are displayed in the **Select Voter - Maintain Voter Election History** screen.

---

Note: Search allows partial Last Name and partial First Name.

---



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		HUEY	ROBERT			08/26/1956	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	008004457				
<input type="radio"/>		HUEY	ROBERT			02/11/1966	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	008007114				

1  
Go

Select Previous

Note: If status is blank, that implies the voter status is Active.  
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Figure 53: Select Voter - Maintain Election History Screen

## Select a Voter

On the **Select Voter - Maintain Election History** screen:

- 1 Select a voter by clicking on the radio button to the left of the name.
- 2 Click on the **Select** pushbutton.

The **Maintain Election History** screen is displayed.

On the **Maintain Election History** screen:

- 1 The voter's Election History records are displayed in the Previous Election History list with the following details:
  - Election Date - Name
  - Election Type
  - Election Code
  - Ballot Type
  - CtyVotIn (County Voted In)
  - Municipality VotIn (Municipality Voted In)
  - Party Affiliation
  - Memo

## Display Signature

If the signature on the Registration Card has been scanned for a voter, it can be viewed in the Election History module.

On the **Maintain Election History** screen:

- 1 Click on the **Display Signature** pushbutton.

The voter's signature is displayed in a pop-up window.

### Close the Scanned Image Window

On the scanned image pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes.

## Display Registration Application

If the Registration Application has been scanned for a voter, it can be viewed in the Election History module.

On the **Maintain Election History** screen:

- 1 Click on the **Display Registration Application** pushbutton.

The voter's registration application is displayed in a pop-up window.

### Close the Scanned Image Window

On the scanned image pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes.

## Maintain Voter Election History

An Election History record may be manually added or deleted through this module. When adding an Election History record, the system verifies that the election history record entry date (current system date) is not past the election lock down date.

The system also validates that no voting history for the selected Election Date -- Name has been entered already for the voter.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Election History**.

The **Search – Maintain Election History** screen is displayed.

## Search for and Select a Voter

Search on and select a voter as detailed in *Search for and Select a Voter* (on page 80).

## Add an Election History Record

On the **Maintain Election History** screen:

- 1 Select Election Date - Name from the drop-down list for which the history is to be updated.
- 2 The Election Type and Election Code are pre-populated based on the Election Date-Name selection.
- 3 Select the Ballot Type from the drop-down list. Ballot Type drop-down list choices are:
  - Machine
  - Absentee
  - Emergency
  - Provisional
- 4 Select the County Voted In from the drop-down list.
- 5 Select the Municipality Voted In from the drop-down list.
- 6 Select the Party from the drop-down list.
- 7 Optionally enter remarks from the poll book in the Memo box.
- 8 Click on the **Insert** pushbutton.

The Election History record is added to the voter's record.

---

Note: If the election history record entry date (current system date) is past the election lock down date, the system will generate a caution message "Entry date is past the election lock down date" with the pushbuttons OK and Continue. Clicking on Continue updates the entry; clicking on OK does not update the entry.

---

## Update an Election History Record

On the **Maintain Election History** screen:

- 1 Select an Election History record by clicking on the **Select** radio button next to the record.
- 2 The information is available for editing in the top-portion of the screen.
- 3 Make the necessary changes.
- 4 Click on the **Update** pushbutton.

An update confirmation pop-up message is displayed.

- 1 Click on the **OK** pushbutton.

The update is made on the voter's Election History.

## Delete an Election History Record

On the ***Maintain Election History*** screen:

- 1 Select an Election History record by clicking on the **Select** radio button next to the record.
- 2 Click on the **Delete** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The record is removed from the voter's history.

## Module 3: View/Maintain Correspondence History

The system tracks and logs all the instances and gives a brief description of notices and documents/responses received or sent out to every voter. Any time a user clicks on Print Letter or Notices in the Voter Registration module, a record is added to this screen.

### View Voter Correspondence History

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Correspondence History**.

The **Search – Maintain Correspondence History** screen is displayed.

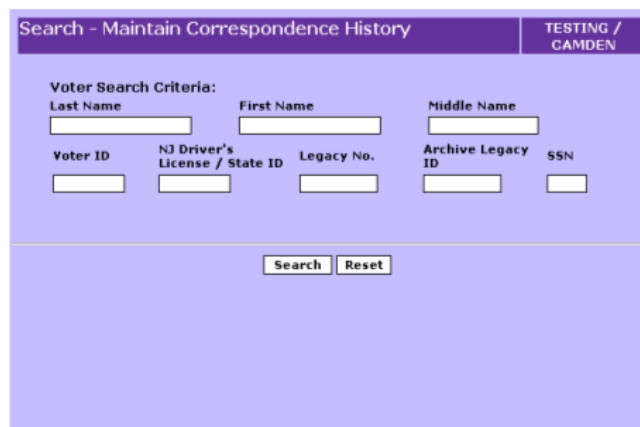


Figure 54: Search - Maintain Correspondence History Screen

#### Search on and Select a Voter

##### Search for a Voter

On the **Search – Maintain Correspondence** screen:

- 1 Enter Voter Search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID
  - Combination of Last Name and First Name

- Driver's License/State ID No.
- Legacy ID
- Archived Legacy ID
- Last Four Digits of SSN

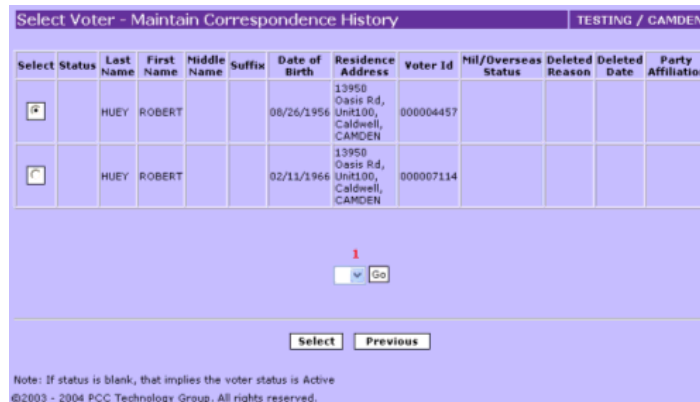
2 Click on the **Select** pushbutton.

Search results are displayed in the **Select Voter - Maintain Correspondence History** screen.

---

Search allows partial Last Name and partial First Names.

---



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Nil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="checkbox"/>		HUEY	ROBERT			08/26/1956	13950 Ossin Rd, Unit100, Caldwell, CAMDEN	000004457				
<input type="checkbox"/>		HUEY	ROBERT			02/11/1966	13950 Ossin Rd, Unit100, Caldwell, CAMDEN	000007114				

1  
Go

Select Previous

Note: If status is blank, that implies the voter status is Active.  
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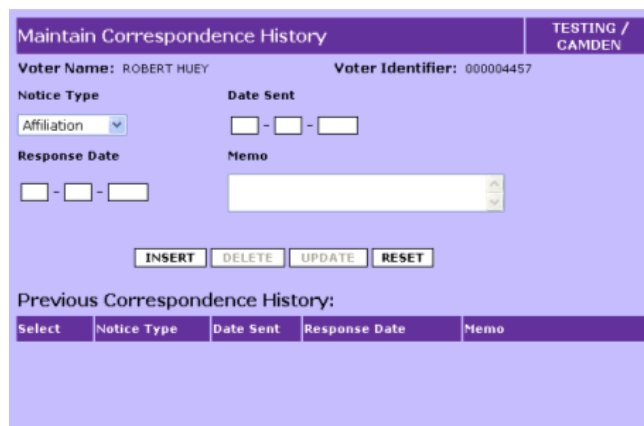
Figure 55: Select Voter - Maintain Correspondence History Screen

## Select a Voter

On the **Select Voter - Maintain Correspondence History** screen:

- 1 Select a voter by clicking on the **Select** radio button to the left of the name.
- 2 Click on the **Select** pushbutton.

The **Maintain Correspondence History** screen is displayed.



**Maintain Correspondence History** TESTING / CAMDEN

Voter Name: ROBERT HUEY Voter Identifier: 000004457

Notice Type: Affiliation Date Sent: - - -

Response Date: - - - Memo:

INSERT DELETE UPDATE RESET

Previous Correspondence History:

Select	Notice Type	Date Sent	Response Date	Memo
--------	-------------	-----------	---------------	------

Figure 56: Maintain Correspondence History Screen

## Display a Correspondence History Record

### Navigation

- 1 Select the Activities Menu.
- 2 Select Maintain Voter History.
- 3 Select Correspondence History.

The **Search – Maintain Correspondence History** screen is displayed.

### Search on and Select a Voter

Search on and select a voter as detailed in *Search on and Select a Voter* (on page 85).

## Add a Correspondence History Record

On the **Maintain Correspondence History** screen:

- 1 Enter the Notice Type. Notice Type choices are:
  - Affiliation
  - Registration
  - Rejection
- 2 Enter the Date Sent.
- 3 Optionally enter the Response Date.
- 4 Optionally enter Memo.
- 5 Click on the **Insert** pushbutton.

The addition is made to the voter's record.

---

Note: Adding a Correspondence History record only adds the history record to the voter's file; it does not create a letter to be sent to the voter.

---

## Update a Correspondence History Record

On the **Maintain Correspondence History** screen:

- 1 Select a Correspondence History record by clicking on the **Select** radio button next to the record.
- 2 The information is available for editing in the top-portion of the screen.
- 3 Make the necessary changes.
- 4 Click on the **Update** pushbutton.

A verification pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The update is made to the voter's Correspondence History.

## Delete a Correspondence History Record

On the ***Maintain Correspondence History*** screen:

- 1 Select a Correspondence History record by clicking on the **Select** radio button next to the record.
- 2 Click on the **Delete** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The record is removed from the voter's history.



## Module 4: Maintain Multiple Election History

The Multiple Election History functionality is used to insert multiple election histories at once by either scanning the bar codes on the Poll Book with a bar code reader or manually entering the Voter IDs. It also allows authorized users to verify names, addresses and data being updated from the Poll Book.

The system tracks the Election Date-Name and other details along with the Entry Type (In Person, Absentee, etc.) that describes how the voter voted. The system validates that no voting history for the selected Election Date and Name has been entered for the voter. It also validates that the election history record entry date (current system date) is not past the election lock down date. All the voter records updated are then assigned the Entry Type selected on this screen.

### Add Election History for Multiple Voters

The election history of multiple voter records may be updated at the same time by scanning the Poll Book or through manual entry. At least one Voter ID is required.

The system validates that no voting history for the selected Election Date and Name has been entered for the voter. It also validates that the election history record entry date (current system date) is not past the election lock down date.

The system tracks the election date name and other details along with entry type (Regular, Absentee, Walk-In, etc.) that describe how the voter voted. All the voter records updated are then assigned the Entry Type selected on this screen.

### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select Maintain [Voter History](#).
- 3 Select [Multiple Election History](#).

The **Maintain Election History Using Barcode Reader: Scan Poll Book** screen is displayed.

### Choose Election Information

On the **Maintain Election History Using Barcode Reader: Scan Poll Book** screen:

- 1 Select the Election Date - Name from the drop-down list. All of the elections for the selected date are populated in the Election Details box.
- 2 Election Type and Code are displayed after Election Date-Name is selected
- 3 Select one Ballot Type from the drop-down list. Ballot Type choices are:
  - Machine
  - Absentee
  - Emergency

- Provisional
- 4 Select a Party from the drop-down list.
- 5 Click on the **Continue** pushbutton.

The **Input of Voting Results** screen is displayed.

## Scan the Poll Book

You can scan the results from the Poll Book into the system using the barcode reader.

### Scan the Barcodes

On the **Input of Voting Results** screen:

- 1 Hold the barcode reader over the Poll Book.
- 2 Depress the button on the barcode reader over the barcode of a voter who participated in the election.
- 3 The barcode is read and the voter ID appears in the VoterID's field.
- 4 Repeat for each voter who participated in the election by the same ballot type (e.g., Machine).
- 5 If less than five records are entered, click on the **Insert** pushbutton.
- 6 If five or more records are entered, the system will automatically update the voters' records and refresh the screen after the fifth record.

The system verifies that election history does not exist for the voter for the specified election. The database is updated with the Election History information for all voters who's IDs are displayed on the screen. The updates will display in each voter's **Maintain Election History screen**.

---

Note: If the election history record entry date (current system date) is past the election lock down date, the system will generate a caution message "Entry date is past the election lock down date" with the pushbuttons of OK and Continue. Clicking on Continue updates the entry; clicking on OK does not update the entry.

---

## Add Election Results by Manual Entry

### Enter Election Results

On the **Input of Voting Results** screen:

- 1 Select the Election Date-Name from the drop-down list. All of the elections for the selected date are populated in the Election Details box.
- 2 Election Type and Code are displayed after Election Date-Name is selected
- 3 Select one Ballot Type from the drop-down list. Ballot Type choices are:
  - Machine
  - Absentee
  - Emergency

- Provisional

4 Select a Party from the drop-down list.

5 Click on the **Insert** pushbutton.

The system verifies that election history does not exist for the voter for the specified election. The database is updated with the Election History information for all voters whose IDs are displayed on the screen. The updates will display in the individual voter history screen.

---

Note: If the election history record entry date (current system date) past the election lock down date, the system will generate a caution message “Entry date is past the election lock down date” with the pushbuttons OK and Continue. Clicking on Continue updates the entry; clicking on OK does not update the entry.

---

## Module 5: View/Maintain Voter Address History

The Voter Address History functionality enables authorized users to perform an address change on a specific voter and automatically creates a previous address history for that voter. Address changes may be added, or deleted through this method. Any voter address changes made in the Voter Registration module are automatically recorded here.

### View Voter Address History

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Address History**.

The **Search - Maintain Address History** screen is displayed.

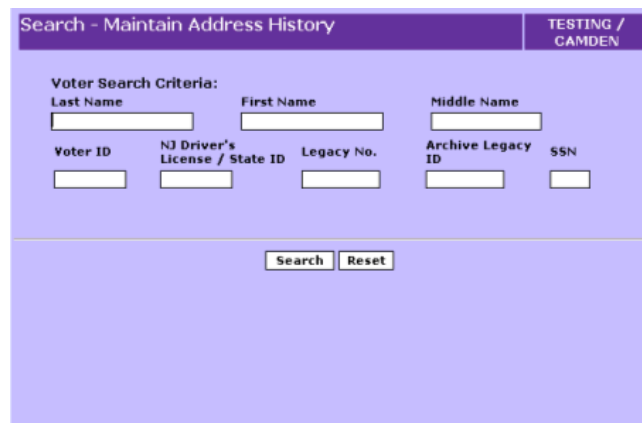


Figure 57: Search - Maintain Address History Screen

#### Search on and Select a Voter

##### Search for a Voter

On the **Search – Maintain Address History** screen:

- 1 Enter Voter Search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID

- Combination of Last Name and First Name
- Driver's License/State ID No.
- Legacy ID
- Archived Legacy ID
- Last Four Digits of SSN

2 Click on the **Search** pushbutton.

Search results are displayed in the **Select Voter - Maintain Address History** screen.

---

Note: Search allows partial Last Name and partial First Name.

---

## Select a Voter

On the **Select Voter - Maintain Address History** screen:

- 1 Select a voter by clicking on the **Select** radio button to the left of the name.
- 2 Click on the **Select** pushbutton.

The **Maintain Voter Address History** screen is displayed.

Figure 58: Maintain Voter Address History

## Display an Address History Record

On the **Maintain Address History** screen:

- 1 The voter's Election Address History records are displayed in the Previous Address History list with the following details:
  - Date Changed
  - Street Number, Suffix A, Suffix B
  - Street Name
  - Address Line 2

- Address Line 3
- Apt/Unit No.
- Municipality
- State
- Zip Code
- Memo

## Maintain Voter Address History

An Election Address History record may be manually added or deleted through this module. When adding an Address History record, the system verifies that the address history record entry date (current system date) is not past the election lock down date.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Address History**.

The **Search - Maintain Address History** screen is displayed.

### Search for and Select a Voter

Search on and select a voter as detailed in *Search on and Select a Voter* (on page 92).

### Add an Address History Record

On the **Maintain Address History** screen:

- 1 Enter the Date Changed in the Date Changed box.
- 2 Enter the Street Number (optional).
- 3 Enter Address Line 2 and Address Line 3 (optional).
- 4 If necessary enter the Apt./Unit No.
- 5 Enter the Municipality.
- 6 Select a State from the drop-down list.
- 7 Enter the zip code (optional).
- 8 If necessary enter a memo.
- 9 Click in the **Insert** pushbutton.

The Address History record is added to the voter's record.

---

Note: If the election address record entry date (current system date) is past the election lock down date, the system will generate a caution message "Entry date is past the election lock down date" with the pushbuttons OK and Continue. Clicking on Continue updates the entry; clicking on OK does not update the entry.

---

## Update an Address History Record

On the ***Maintain Address History*** screen:

- 1 Select an Address History record by clicking on the **Select** radio button next to the record.
- 2 The information is available for editing in the top portion of the screen.
- 3 Make the necessary changes.
- 4 Click on the **Update** pushbutton.

An update confirmation pop-up message is displayed.

- 1 Click on the **OK** pushbutton.

The update is made on the voter's Address History.

## Delete an Address History Record

On the ***Maintain Address History*** screen:

- 1 Select an Address History record by clicking on the **Select** radio button next to the record.
- 2 Click on the **Delete** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The record is removed from the voter's history.

## Module 6: View/Maintain Voter Party History

The Voter Party History functionality enables authorized users to perform a party change on a specific voter and automatically creates a previous party history for that voter. Party changes may be added, or deleted through this method. Any voter party changes made in the Voter Registration module are automatically recorded here.

### View Voter Party History

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Party History**.

The **Search - Maintain Party History** screen is displayed.



#### Search on and Select a Voter

##### Search for a Voter

On the **Search – Maintain Party History** screen:

- 1 Enter Voter Search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID
  - Combination of Last Name and First Name
  - Driver's License/State ID No.
  - Legacy ID



- Archived Legacy ID
- Last 4 digits of SSN

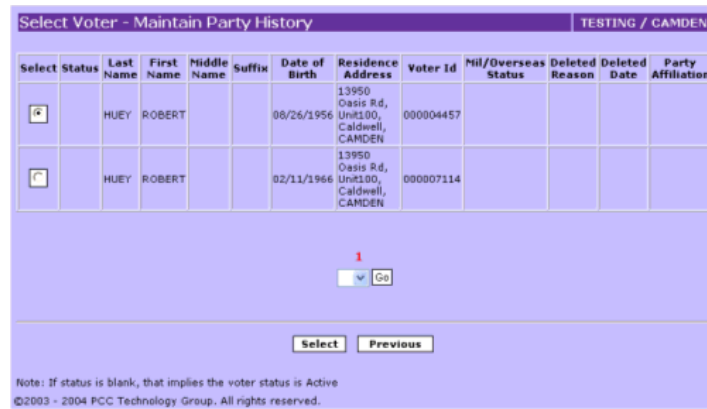
2 Click on the **Select** pushbutton.

Search results are displayed in the **Select Voter - Maintain Party History** screen.

---

Search allows partial Last Name and partial First Names.

---



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Nil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		HUEY	ROBERT			06/26/1956	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	000004457				
<input type="radio"/>		HUEY	ROBERT			02/11/1966	13950 Oasis Rd, Unit100, Caldwell, CAMDEN	000007114				

1

Go

Select Previous

Note: If status is blank, that implies the voter status is Active  
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Figure 59: Select Voter - Maintain Party History Screen

## Select a Voter

On the **Select Voter - Maintain Party History** screen:

- 1 Select a voter by clicking on the **Select** radio button to the left of the name.
- 2 Click on the **Select** pushbutton.

The **Maintain Voter Party History** screen is displayed.

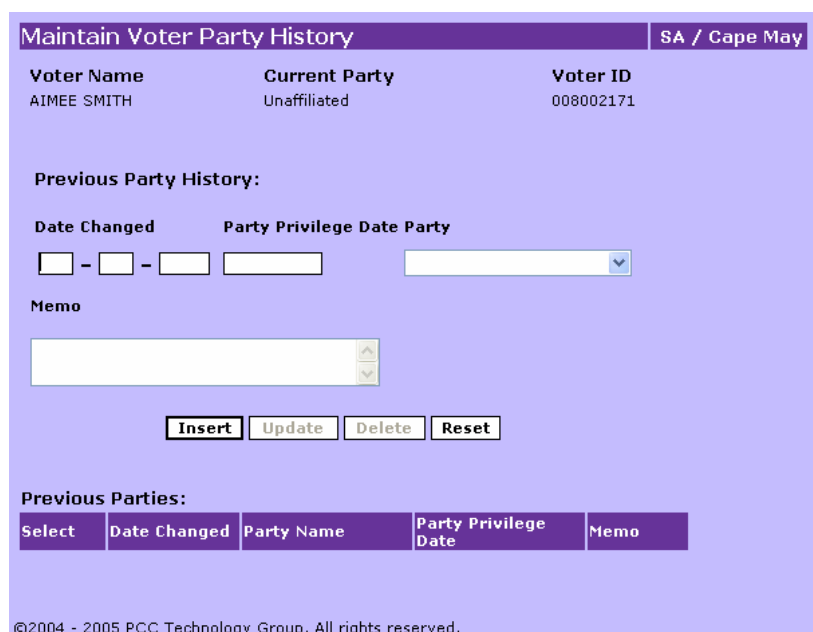


Figure 60: Maintain Voter Party History Screen

## Display a Party History Record

On the **Maintain Party History** screen:

- 1 The voter's Election Party History records are displayed in the Previous Address History list with the following details:
  - Date Changed
  - Party Name
  - Party Privilege Date
  - Memo

## Maintain Voter Party History

An Election Party History record may be manually added or deleted through this module. When adding a Party History record, the system verifies that the party history record entry date (current system date) is not past the election lock down date.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain Voter History**.
- 3 Select **Party History**.

The **Search - Maintain Party History** screen is displayed.

## Search for and Select a Voter

Search on and select a voter as detailed in *Search on and Select a Voter* (on page 96).

## Add a Party History Record

On the **Maintain Party History** screen:

- 1 Enter the Date Changed in the Date Changed box.
- 2 Enter the Party Privilege Date.
- 3 Select the Party from the drop-down list.
- 4 If necessary enter a memo.
- 5 Click on the **Insert** pushbutton.

The Election Party record is added to the voter's record.

---

Note: If the election party record entry date (current system date) is past the election lock down date, the system will generate a caution message "Entry date is past the election lock down date" with the pushbuttons OK and Continue. Clicking on Continue updates the entry; clicking on OK does not update the entry.

---

## Update a Party History Record

On the **Maintain Party History** screen:

- 1 Select a Party History record by clicking on the **Select** radio button next to the record.
- 2 The information is available for editing in the top-portion of the screen.
- 3 Make the necessary changes.
- 4 Click on the **Update** pushbutton.

An update confirmation pop-up message is displayed.

- 1 Click on the **OK** pushbutton.

The update is made on the voter's Election History.

## Delete a Party History Record

On the **Maintain Party History** screen:

- 1 Select a Party History record by clicking on the **Select** radio button next to the record.
- 2 Click on the **Delete** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The record is removed from the voter's history.

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# **Chapter 6**

## **Elections**



CHAPTER 6

Elections

The Elections module permits authorized users to add or modify election information for State, County, Municipal and “Special” Elections. Six years of elections are retained on the system.

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Module 5: Add a Provisional Ballot	109
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# Module 1: Add an Election

Elections may be added by authorized users.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Maintain Elections**.





















The **Maintain Elections** screen is displayed. It lists future and past elections (last 6 years) in descending order by date.

Maintain Elections

SA / Cape May

[Total no. of Records: 75]

Elections shown are for future and last six years

Election Date	Election Name	Election Type	Election Code	
1. 11/10/2006	2006 GENERAL ELECTION	General	N	
2. 04/12/2006	TEST	Municipal	M	
3. 01/01/2006	SAVEENA TEST	Municipal	M	
4. 01/01/2006	TEST -ELECTIONS	General	ELE100	
5. 12/12/2005	ELECTOIN 3	Primary	C	
6. 12/12/2005	ELECTOIN 3	Primary	M	
7. 12/12/2005	PRIMARY TEST	Municipal	C	
8. 12/12/2005	SAVEENA- TEST	Municipal	M	
9. 12/11/2005	8QFQFQFQFQF	Fire	QFQF	
10. 11/11/2005	ELEC1	Primary	C	
11. 11/11/2005	ELECTION 1	General	CODE1	
12. 11/02/2005	GENERAL ELECTION 2005	General	GEN098	
13. 11/02/2005	MAYOR	Municipal	0123	
14. 09/16/2005	MUNICIPAL ELECTION 2005	Recall (County)	REC122	
15. 09/09/2005	COUNTY ELECTION	Annual School	A001	
16. 09/09/2005	NEXT LOCAL ELECTION	Municipal	ELE101	
17. 05/12/2005	COUNTY ELECTION	Special School	C	
18. 05/05/2005	INP	Municipal	M	
19. 05/01/2005	PAT FOR MAYOR	Municipal	M	
20. 04/26/2005	GENERAL ELECTION	General	M	

Next 20 >>

Add New Election

Modify Election

Print State Police Letter

Voting Machine Inspection Letter

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Figure 61: Maintain Elections Screen



## Add an Election

On the **Maintain Elections** screen:

- 1 Click on the **Add New Election** pushbutton.

The **Add Election** screen is displayed.

Figure 62: Add Election Screen

## Enter Election Information

On the **Add Election** screen:

- 1 Enter the Election Date.
- 2 Enter the Election Name. The Election Name must be unique.
- 3 Choose the Election Type. Election Type choices are:
  - Annual School
  - Primary
  - General
  - Municipal
  - Special School
  - Fire
  - Recall (County, Municipal, State)
  - Run-Off (County, Municipal, State)
- 4 Enter the Election Code.
- 5 Select the Municipality from the drop down list (Municipal elections only)
- 6 The Election Cut off Date defaults to 29 days before the election. Change this if desired.

- 7 For Primary Elections, the Party Privilege Date defaults to 50 days before the election. Change this if desired (Primary elections only).
- 8 Click on the [Add Election](#) pushbutton.

## Module 2: Update Election Information

The information stored about an election may be changed after the initial set up of the election. This includes the date of the election and the voting districts assigned to it. Offices may also be assigned after the election has been set up.

### Change Election Information

This allows editing of the dates and fields entered for the selected election.

#### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Elections**.
- 3 Select **Maintain Elections**.

The **Maintain Elections** screen is displayed.

#### Select an Election

On the **Maintain Elections** screen:

- 1 Select the election to be modified from the list of elections.
- 2 Click on the [Modify Election](#) pushbutton.

The **Modify Election** screen is displayed.

#### Modify Election Information

On the **Modify Election** screen:

- 1 The following can be changed:
  - Election Date
  - Election Name
  - Election Type
  - Election Code
  - Election Municipality (Municipal Elections Only)
  - Election Cut Off Date
  - Party Privilege Date (Primary Elections Only)
  - Memo
- 2 Click on the [Update Election](#) pushbutton.

---

Note: A County User cannot change election information for a Statewide election.

---

## Module 3: Delete an Election

An election may be deleted as long as it does not have any voting records associated with it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Maintain Elections**.

The **Maintain Elections** screen is displayed.

### Select an Election

On the **Maintain Elections** screen:

- 1 Select the election to be deleted from the list of elections.
- 2 Click on the **Delete Election** pushbutton.
- 3 A message is displayed to delete the election along with any voting districts that are assigned to it.
- 4 Click on the **OK** pushbutton to confirm the deletion.

The election record is deleted from the system.

---

Note: An election cannot be deleted that has voter history record(s) associated with it.

---

## Module 4: Assign Voting Districts

Once an election is set up, districts that are participating can be assigned to it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Assign Voting Districts**.

The **Maintain Elections** screen is displayed.

### Assign Districts

On the **Maintain Elections** screen:

- 1 Select an election from the list of elections
- 2 Click on the **Add Voting Districts** pushbutton.

The **Assign Voting Districts** screen is displayed.

Figure 63: Assign Voting Districts Screen

## Enter Data

On the **Assign Voting Districts** screen:

- 1 The "Municipalities to Assign" list containing all the Municipalities for the State and the "Municipalities Assigned to Election" list are displayed side by side for Municipality assignment. For Municipality Elections, the appropriate Municipality is already assigned in the "Municipalities Assigned to Election Box".
- 2 Assign Municipalities by selecting a Municipality under the "Municipalities to Assign" list and clicking on the >> assignment pushbutton.
  - Hold down the "Ctrl" key to select multiple Municipalities in the list.
  - Hold down the "Shift" key to select a range of Municipalities.
  - All>> and <<All pushbuttons move all Municipalities from one list to the other.
- 3 Remove Districts by clicking on a District under the "Municipalities Assigned to Election" list and clicking on the << removal pushbutton.
  - Hold down the "Ctrl" key to select multiple Municipalities in the list.
  - Hold down the "Shift" key to select a range of Municipalities.
  - All>> and <<All pushbuttons move all Municipalities from one list to the other.
- 4 Click on the Show Ward Districts pushbutton.
- 5 The screen refreshes with the districts and wards available in the "Ward Districts to Assign" box. The entries are listed in *Municipality-Ward-District* format (e.g. EMMETT-03-02) to make it clear which districts are listed.
- 6 Add the appropriate districts to the "Ward Districts Assigned to Election" box by using the second set of All>>, >>, <<, and <<All pushbuttons as described above.
- 7 When all districts have been assigned, press the Update pushbutton

A confirmation message is displayed. The database is updated with the voting district assignment.

---

Note: If a mistake is made, clicking on the Reset pushbutton prior to clicking on Update will reset the values to the original selections.

---

## Module 5: Add a Provisional Ballot

A provisional ballot may be added for a voter. Once added, the ballot return information can be recorded, the ballot may be rejected. Additionally, non-registered voters can submit provisional ballots. The information will be recorded, but the ballot will be rejected.

- Duplicate provisional ballots cannot be issued for the same election.
- The system checks voter eligibility prior to issuing a provisional ballot such as:
- Validates the election, district, checks residency status and other key information prior to allocating provisional ballots so that a voter can only participate in eligible elections.
- Validates that the voter has not already cast a vote for the election.

Upon receiving a provisional ballot request, a voter record must be searched upon and selected. A provisional ballot may then be issued to the voter or an existing provisional ballot record for the voter may be modified.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Provisional Ballot**.

The **Provisional Voter Search** screen is displayed.

Figure 64: Provisional Voter Search Screen

## Search for a Voter

On the **Provisional Voter Search** screen:

- 1 Enter Voter search criteria. Partial last name searches and partial first name searches are possible. Provisional voter searches are Statewide.
- 2 Optionally enter address search criteria for the provisional voter. After selecting a Municipality, the **Street Search** pushbutton can be used to search street on partial street names and fill in ZIP codes.
- 3 Click on the **Search Voter** pushbutton.

The **Select Voter – Inquiry Provisional Ballot** screen is displayed.

Select Voter - Inquiry Provisional Ballot											SA / Cape May		
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	
		SMITH	AIMEE			06/19/1976	619 BREAKWATER RD, Lower, NJ	Cape May	008002171				
		SMITH	ALBERT	C		10/05/1948	18 BLUE HERON DR, Dennis, NJ	Cape May	008041531				
		SMITH	ALBERT	C	SR	05/23/1921	1402 RT 9 S, Unit 21, Middle, NJ	Cape May	008055641				
	Inactive	SMITH	ALEC	R		04/09/1966	13 LINDA LN, Cape May, NJ	Cape May	008036744				
		SMITH	ALEICIA	N		01/16/1972	10 GEORGE ST, Middle, NJ	Cape May	008027030				
		SMITH	ALFRED	EDWARD		05/30/1921	106 W TRENTON AVE, Wildwood Crest, NJ	Cape May	008022559				
		SMITH	ALICE	L		12/15/1977	5 SCHULER TER, Ocean City, NJ	Cape May	008043109				
		SMITH	ALMA	R		08/23/1917	615 E 1ST ST, Ocean City, NJ	Cape May	008044066				
		SMITH	ALMA	V		02/26/1944	12 BAYAIRE RD, Upper, NJ	Cape May	008032915				
		SMITH	AMY	R		04/22/1967	2389 DUNE DR, Avalon, NJ	Cape May	008027437				

1 2 3 4 5 6 7 8 9 10 >>

Note: If status is blank, that implies the voter status is Active  
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Figure 65: Select Voter - Inquiry Provisional Ballot Screen

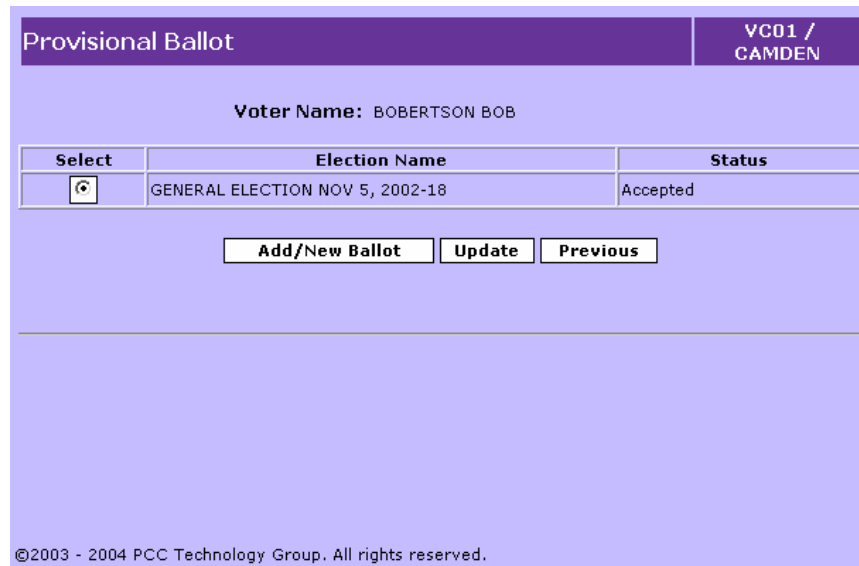


## Select a Voter

On the **Select Voter – Provisional Ballots** screen:

- 1 Click on the radio button next to the record to select a voter from the list of matching entries.
- 2 Click on the **Select** pushbutton.

The **Provisional Ballot** screen for that voter is displayed.



Select	Election Name	Status
<input type="radio"/>	GENERAL ELECTION NOV 5, 2002-18	Accepted

**Add/New Ballot** **Update** **Previous**

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Figure 66: Provisional Ballot Screen

## Add New Ballot

On the **Provisional Ballot** screen:

- 1 Click on the **Add/New Ballot** pushbutton.

The **Provisional Ballot Information** screen is displayed.

Provisional Ballot Information										SA/Cape May
Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date
	SMITH	AIMEE			06/19/1976	619 BREAKWATER RD, Lower, NJ 08204	008002171			

Election Name & Date		Poll Place Municipality		Poll Place Ward	Poll Place District
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>

ID Provided	Memo
<input type="text"/>	<input type="text"/>

Ballot Status	Reject Reason	Phone No
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

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Figure 67: Provisional Ballot Information Screen

## Enter New Ballot Information

On the **Provisional Ballot Information** screen:

- 1 Select an Election Name & Date from the drop-down list.
- 2 Select a Poll Place Municipality, Poll Place Ward, and Poll Place District where the Provisional Ballot was received.
- 3 Enter the Information for the provided ID.
- 4 Optionally enter comments in the Memo field.
- 5 Optionally enter a phone number for the Provisional Voter.
- 6 Select a Ballot Status from the drop down menu. Possible statuses are:
  - Rejected
  - Accepted
- 7 If the ballot was rejected, select a reason from the Reject Reason drop down menu.
- 8 Click on the **Update** pushbutton.

A confirmation message is displayed.

## Module 6: Update a Provisional Ballot

After a provisional ballot has been entered, it may be updated. It cannot be deleted.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Provisional Ballot**.

The **Provisional Voter Search** screen is displayed.

### Search for a Voter

On the **Provisional Voter Search** screen:

- 1 Enter Voter search criteria. Partial last name searches and partial first name searches are possible. Provisional voter searches are Statewide.
- 2 Optionally enter address search criteria for the provisional voter. After selecting a Municipality, the **Street Search** pushbutton can be used to search street on partial street names and fill in ZIP codes.
- 3 Click on the **Search Voter** pushbutton.

The **Select Voter – Inquiry Provisional Ballot** screen is displayed.

Select Voter - Inquiry Provisional Ballot											SA / Cape May		
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	
<input type="radio"/>		SMITH	AIMEE			06/19/1976	619 BREAKWATER RD, Lower, NJ	Cape May	008002171				
<input type="radio"/>		SMITH	ALBERT	C		10/05/1948	18 BLUE HERON DR, Dennis, NJ	Cape May	008041531				
<input type="radio"/>		SMITH	ALBERT	C	SR	05/23/1921	1402 RT 9 S, Unit 21, Middle, NJ	Cape May	008055641				
<input type="radio"/>	Inactive	SMITH	ALEC	R		04/09/1966	13 LINDA LN, Cape May, NJ	Cape May	008036744				
<input type="radio"/>		SMITH	ALEICIA	N		01/16/1972	10 GEORGE ST, Middle, NJ	Cape May	008027030				
<input type="radio"/>		SMITH	ALFRED	EDWARD		05/30/1921	106 W TRENTON AVE, Wildwood Crest, NJ	Cape May	008022559				
<input type="radio"/>		SMITH	ALICE	L		12/15/1977	5 SCHULER TER, Ocean City, NJ	Cape May	008043109				
<input type="radio"/>		SMITH	ALMA	R		08/23/1917	615 E 1ST ST, Ocean City, NJ	Cape May	008044066				
<input type="radio"/>		SMITH	ALMA	V		02/26/1944	12 BAYAIRE RD, Upper, NJ	Cape May	008032915				
<input type="radio"/>		SMITH	AMY	R		04/22/1967	2389 DUNE DR, Avalon, NJ	Cape May	008027437				

1 2 3 4 5 6 7 8 9 10 >>

Note: If status is blank, that implies the voter status is Active  
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Figure 68: Select Voter - Inquiry Provisional Ballot Screen

## Select a Voter

On the **Select Voter – Provisional Ballots** screen:

- 1 Click on the radio button next to the record to select a voter from the list of matching entries.
- 2 Click on the **Select** pushbutton.

The **Provisional Ballot** screen for that voter is displayed.

Select	Election Name	Status
<input type="radio"/>	GENERAL ELECTION NOV 5, 2002-18	Accepted

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Figure 69: Provisional Ballot Screen

## Update Ballot

On the **Provisional Ballot** screen:

- 1 Select the ballot to update by clicking the **Select** radio button to the left of the Election Name.
- 2 Click on the **Update** pushbutton.

The **Provisional Ballot** screen is displayed.

The screenshot shows a web application titled "Provisional Ballot" in a purple header bar. To the right of the title is a box containing "VC01 / CAMDEN". Below the header, the text "Voter Name: ROBERTSON BOB" is displayed. The form contains several sections: "Election Name & Date" with a dropdown menu showing "General -- 2002-11-05"; "Municipality" with a dropdown menu showing "EMMETT"; "Ward" with a dropdown menu showing "02"; and "District" with a dropdown menu showing "2". Below these are "ID Provided" with a text box containing "3423432" and "Memo" with a text box containing "DL". Further down are "Ballot Status" with a dropdown menu showing "Accepted", "Reject Reason" with a dropdown menu showing "Reason 1", and "Phone No" with three text boxes containing "555", "555", and "5555". At the bottom of the form are two buttons: "Update" and "Cancel". A copyright notice "©2003 - 2004 PCC Technology Group. All rights reserved." is visible at the very bottom.

Provisional Ballot

VC01 / CAMDEN

Voter Name: ROBERTSON BOB

Election Name & Date: General -- 2002-11-05

Municipality: EMMETT

Ward: 02

District: 2

ID Provided: 3423432

Memo: DL

Ballot Status: Accepted

Reject Reason: Reason 1

Phone No: 555 - 555 - 5555

Update Cancel

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Figure 70: Provisional Ballot Screen

## Update Ballot Information

On the **Provisional Ballot** screen:

- 1 Update fields as necessary.
- 2 Press the **Update** pushbutton.

The updated ballot information is saved in the database.

## Module 7: Non-Registered Voter

A provisional ballot may be issued to a non-registered voter and recorded in the system. A search is always conducted as the first step in the provisional ballot process to determine if the voter is registered or not.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Elections**.
- 3 Select **Provisional Ballot**.

The **Provisional Voter Search** screen is displayed.

### Search for a Voter

On the **Provisional Voter Search** screen:

- 1 Enter Voter search criteria. Partial last name searches and partial first name searches are possible. Provisional voter searches are Statewide.
- 2 Optionally enter address search criteria for the provisional voter. After selecting a Municipality, the **Street Search** pushbutton can be used to search street on partial street names and fill in ZIP codes.
- 3 Click on the **Search Voter** pushbutton.

The **Select Voter – Provisional Ballot** screen is displayed.

Select Voter - Inquiry Provisional Ballot											SA / Cape May		
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	
		SMITH	AIMEE			06/19/1976	619 BREAKWATER RD, Lower, NJ	Cape May	008002171				
		SMITH	ALBERT	C		10/05/1948	18 BLUE HERON DR, Dennis, NJ	Cape May	008041531				
		SMITH	ALBERT	C	SR	05/23/1921	1402 RT 9 S, Unit 21, Middle, NJ	Cape May	008055641				
	Inactive	SMITH	ALEC	R		04/09/1966	13 LINDA LN, Cape May, NJ	Cape May	008036744				
		SMITH	ALEICIA	N		01/16/1972	10 GEORGE ST, Middle, NJ	Cape May	008027030				
		SMITH	ALFRED	EDWARD		05/30/1921	106 W TRENTON AVE, Wildwood Crest, NJ	Cape May	008022559				
		SMITH	ALICE	L		12/15/1977	5 SCHULER TER, Ocean City, NJ	Cape May	008043109				
		SMITH	ALMA	R		08/23/1917	615 E 1ST ST, Ocean City, NJ	Cape May	008044066				
		SMITH	ALMA	V		02/26/1944	12 BAYAIRE RD, Upper, NJ	Cape May	008032915				
		SMITH	AMY	R		04/22/1967	2389 DUNE DR, Avalon, NJ	Cape May	008027437				

1 2 3 4 5 6 7 8 9 10 >>

Note: If status is blank, that implies the voter status is Active  
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Figure 71: Select Voter - Inquiry Provisional Ballot Screen

## Continue as Non-Registered

On the **Select Voter – Provisional Ballot** screen:

- 1 Click the **Non-Reg Voter** pushbutton.



The **Non-Registered Voter** screen is displayed.

**Non Registered Voter** SA / Cape May

Election Name & Date: [dropdown]  
 Poll Place Municipality: [dropdown] Poll Place Ward: [dropdown] Poll Place District: [dropdown]

Last Name: [text] First Name: [text] Middle Name: [text]  
 DOB: [MM] - [DD] - [YY]

Street Name: [text] Address 2: [text] Address 3: [text]  
 Municipality: [text] State: [NJ] Zip: [text]

ID Provided: [text] Memo: [text]

Ballot Status: [Rejected] Reject Reason: [dropdown] Phone No: [MM] - [DD] - [YY]

[Update] [Previous]

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Figure 72: Non Registered Voter Screen

## Enter Information

On the **Non-Registered Voter** screen:

- 1 Select an Election Name & Date from the drop-down list.
- 2 Select a Poll Place Municipality, Poll Place Ward, and Poll Place District where the Provisional Ballot was received.
- 3 Enter the name of the Non-Registered Voter. Middle Name is optional.
- 4 Enter an Address for the Non-Registered Voter.
- 5 Enter the information for the provided ID.
- 6 Optionally, enter comments in the Memo field.
- 7 Optionally, enter a Phone Number for the Provisional Voter.
- 8 The status for the ballot is set to Rejected. This cannot be changed.
- 9 Select a reason from the Reject Reason drop-down list.
- 10 Click on the **Update** pushbutton.

The provisional ballot and Non-Registered voter information will be saved in the database.

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# **Chapter 7**

## **Absentee Ballot**



## CHAPTER 7

# Absentee Ballot

Absentee Ballot module is used to add and update absentee ballot applications, absentee ballots and generate labels.

- The user cannot deleted if a ballot is already mailed. An error will be displayed.
- [Generate Application Label](#) generates a set of 2 labels with the voter's mailing address. One for outer envelope and the other for the inner envelope.
- To update the dates in the Absentee Ballot Request block (Date Requested, Application Mail Date, Application Processed Date and Application Received Date) select the line and click on the [Update](#) button to display the **Add/Maintain Absentee Ballot Application Request** screen.
- Add new request will allow user to enter the date in "Date Requested" column.
- In order to view the signature of the voter for comparison purposes, click the [Signature](#) pushbutton.
- Clicking the [Generate Ballot Label](#) pushbutton navigates to the **Generate Ballot Labels** screen.

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## Module 1: Search for Absentee Ballots

Upon receiving an absentee ballot request, a voter record must be searched upon and selected. An absentee ballot may then be issued to the voter or an existing absentee ballot record for the voter may be modified.

### Navigation

- 1 Select **Activities**.
- 2 Select **Absentee Voter**.
- 3 Select **Absentee Ballot**.

Figure 73: Search - Absentee Voter Screen

### Search for a Voter

On the **Search - Absentee Voter** screen:

- 1 Enter Voter search criteria:
  - Last Name
  - First Name
  - Middle Name
  - Voter ID
  - Combination of the Last Name and the First Name
  - NJ Drivers License/State ID No.
  - Legacy Voter ID
  - Archived Legacy ID

- Municipality, Street No. & Street Name
  - Include Non Registered Voters
- 2 Click on the [Search](#) pushbutton to search by address (optional).
  - 3 Click on [County Search](#) pushbutton to search by any of the other criteria.

The **Select Voter – Absentee Ballots** screen is displayed.

---

Note: Status will be blank if the status is “Active.” If the status is “Rejected”, it will be in bold red. Voter ID will be blank for “Non-Registered Voter” and the status will be “Non-Registered Voter.” The user can select a voter from the displayed list OR can enter a Non-Registered Voter information by clicking the [Non-Registered Voter](#) pushbutton. If the “Include Non-Registered Voters” checkbox is checked, the system can search for non-registered voters using the same criteria.

---

Search Voter - Absentee Application									VC01 / CAMDEN
Search Voter - Absentee Application									
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Mil/Overseas Status
<input type="radio"/>		SMITH	CHAD			16-JUL-60	405 E 1st St, Unit100, Emmett,	000007524	
<input type="radio"/>		SMITH	DEBRA			26-AUG-83	508 E 6th St, Unit100, Emmett,	000005927	
<input type="radio"/>		SMITH	HARRY			18-MAR-60	1060 E Park St, Unit100, Emmett,	000005774	
<input type="radio"/>		SMITH	HEIDI			21-JAN-48	3161 E Locust St, Unit100, Emmett,	000005866	
<input type="radio"/>		SMITH	KRISTIE			02-OCT-46	908 Williams Rd, Unit100, Emmett,	000005865	
<input type="radio"/>		SMITH	LELAND			18-FEB-41	1978 Fenton Dr, Unit100, Emmett,	000005768	
<input type="radio"/>		SMITH	ROCKY			22-FEB-29	2193 Tanglewood Ln, Unit100, Emmett,	000003181	
<input type="radio"/>		SMITH	SANDRA			28-JUN-42	1508 E Main St, Unit100, Emmett,	000007556	
<input type="radio"/>		SMITH	STEPHANIE			26-DEC-45	523 W 1st St, Unit100, Emmett,	000005835	
<input type="radio"/>		SMITH	VIRGINIA			17-FEB-69	715 N Butte Ave, Unit100, Emmett,	000006491	

<< 11  
 Go

Note: If status is blank, that implies the voter status is Active

Figure 74: Search Voter - Absentee Application Screen

## Select a Voter

On the **Select Voter – Absentee Ballots** screen:

- 1 To use the **Go** pushbutton, select a page number from the drop-down list and then click **Go**.
- 2 Click on the radio button next to the record to select a voter from the list of matching entries.
- 3 Navigation through the list is accomplished by clicking on the **Next** and **Previous** pushbuttons.



- 4 Click on the **Select** pushbutton. This displays the **Absentee Ballot Application** page for the selected voter.


Absentee Ballot Application				VC01 / CAMDEN	
<b>Name</b>	<b>Date of Birth</b>	<b>Voter ID</b>			
BETH SMITH	05/01/1964	000003588			
<b>Legacy ID</b>	<b>Archived Legacy ID</b>	<b>SSN ID</b>			
20756	GEM	9805			
<b>Residence Address</b>		<b>Party</b>			
957 E Black Canyon Hwy Emmett ID 83617-9501		Unaffiliated			
<b>Mailing Address</b>					
957 E Black Canyon HwyEmmett ID 83617-9501					
<b>Absentee Ballot Application Requests</b>					
<b>Select</b>	<b>Date Requested</b>	<b>Application Mail Date</b>	<b>Application Processed Date</b>	<b>Application Recd Date</b>	<b>Ballot Mail Date</b>
	08/15/2005				
<div><div>Signature</div><div>Add New Request</div><div>Generate Appln Label</div><div>Update</div><div>Delete</div><div>Generate Ballot Label</div></div>					
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Figure 75: Absentee Ballot Application Screen

## Module 2: Add an Absentee Ballot

An absentee ballot may be added for a voter. Once added, the ballot return information can be recorded, the ballot may be deleted or voided, and absentee ballot mailing labels may be generated for the election.

A voter who has been issued an absentee ballot will be identified in the Poll Book.

When adding an absentee ballot, the following validations are conducted:

- Cut Off Period:
- Absentee ballot mail in requests: 6 days prior to the election day at 5:00 p.m.
- Emergency ballot requests: 48 hours before the election.
- Only military/overseas and dependents absentee ballots may be issued to a voter who has a Military/Overseas status.
- Duplicate absentee ballots cannot be issued for the same election.
- The system checks voter eligibility prior to issuing an absentee ballot such as:
- Validates the election, district, specified absentee period, checks residency status and other key information prior to allocating absentee ballots so that a voter can only participate in eligible elections.
- Validates that the voter has not already cast a vote for the election.

Maintain Absentee Ballot Application					VC01 / CAMDEN
<input type="checkbox"/> Voter Checked permanently and totally disabled entry					
<b>Name</b>	<b>Date Of Birth</b>	<b>Voter ID</b>	<b>Party</b>	<b>Voter Status</b>	
BETH SMITH	05/01/1964	000003588	Unaffiliated	Active	
<b>Residence Address</b>					
957 E Black Canyon Hwy Emmett ID 83617-9501					
<b>Municipality</b>	<b>Ward</b>	<b>District</b>			
Sweet	03	3			
<b>Mailing Address</b>					
957 E Black Canyon Hwy Emmett ID 83617-9501					
<b>Date Requested</b>	<b>Request Type</b>	<b>Type of Absentee Ballot</b>			
08 - 15 - 2005	Mail	Regular Civilian			
<b>Application Mail Date</b>	<b>Application Recd Date</b>				
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>				
<b>Application Processed Date</b>	<b>Ballot Mail Date</b>				
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>				
<b>Election Date: Election Details:</b>					
10/02/2005 CITY FIRE STATION BND 08-04-98--Special School--					
<b>Status</b>	<b>Reasons</b>				
Accepted					
<b>Application Mailing Address:</b>					
<b>Street No</b>	<b>Suffix A</b>	<b>Suffix b</b>	<b>Street Name</b>	<b>Apt/Unit No.</b>	
957		1/2	E BLACK CANYON HWY		
<b>Address Line 2</b>			<b>Address Line 3</b>		
<b>Municipality</b>			<b>StateZip Code</b>		
EMMETT			83617 - 9501		
<b>Country</b>			<b>Fax</b>		
United States					
<b>Ballot Mailing Address:</b>					
<b>Street No</b>	<b>Suffix A</b>	<b>Suffix b</b>	<b>Street Name</b>	<b>Apt/Unit No.</b>	
957		1/2	E BLACK CANYON HWY		
<b>Address Line 2</b>			<b>Address Line 3</b>		
<b>Municipality</b>			<b>StateZip Code</b>		
EMMETT			83617 - 9501		
<b>Country</b>			<b>Fax</b>		
United States					
<b>Messenger information:</b>					
<b>Select</b>					
MURALI-2213					
<b>Or</b>					
<b>Name</b>			<b>Address</b>		
<b>Municipality</b>			<b>State</b>	<b>Zip Code</b>	
				-	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel/Back"/>					
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Figure 76: Maintain Absentee Ballot Application Screen

## Add New Request

On the **Absentee Voter** screen:

- 1 Click on the **Add New Request** pushbutton.

The **Add/Maintain Absentee Ballots** screen is displayed.

## Navigation Issues

- If the **Add/Maintain Absentee Application Request** screen is displayed on pressing the **Add Application Date Requested** button or if **Add Maintain Absentee** is present on the **Select Voter – Absentee Voter** screen:
- Election Date and Election Details should be pre-populated with the next election.
- For the selected person and election date/details, if no information has already been entered, it should be listed.
- The user should have the option to change the Election Date. If an application for that date already exists, an alert message will be displayed and the user will be unable to save the modification. If an application does not already exist for that election, then the user can save the modifications
- If the **Add/Maintain Absentee Application Request** screen is displayed on pressing the **Add Maintain Absentee Ballot Application** button present on the **Select Voter – Absentee Voter** screen:
- Application Received Date and Application Processed Date should be populated with today's date (if not previously entered) and is editable.
- For the selected person and election date/details, if no information has already been entered, it should be entered.
- The user should have the option to change the Election Date. If an application for that date already exists, an alert message will be displayed and user will be unable to save the modification. If an application does not already exist for that election, then the user can save the modifications.

## Enter New Request Information

On the **Add/Maintain Absentee Ballots** screen:

- 1 Enter a Date Requested. The Date Requested could be the same or prior to the Application Mail Date. The date requested is required to generate the labels to send out the application. System displays an error message if this condition is not met.
- 2 The Application Mail Date could be the same, or prior to the Application Received Date. System displays an error message if this condition is not met.
- 3 The Application Received Date could be the same or prior to the Application Processed Date. The system displays an error message if this condition is not met.
- 4 If Application Rec'd Date is entered, Election Date will be required
- 5 Select an Election Date – Name from the drop-down list.
- 6 The Ballot Mail Date must be updated any time a new ballot is issued. The Ballot Mail Date is batch processed.
- 7 If the Status is selected as "Rejected," one of the following reasons must be selected:
  - Unregistered
  - No Signature
  - Power of Attorney
  - Unqualified Authorized Messenger

- Other missing information – registered address.
  - If the completely and permanently disabled checkbox is checked, it indicates that this voter is a permanent absentee voter. At the beginning of the year, the voters with the permanent absentee designation would be the only voters that would receive applications in the beginning of the year batch process.
- 8** Select a Absentee Ballot Type from the drop-down list. The choices are:
- In Person
  - Military
  - Federal Overseas Civilian
  - Federal Military
  - Court-Ordered Election Absentee Ballot
  - Presidential
- 9** Ballot mailing address information must be entered.
- 10** Fax information may be entered, generally for Military/Overseas Civilians.
- 11** Messenger Information is optionally entered if there is a messenger involved.
- 12** To complete the process, click [Select](#) pushbutton.
- 13** Select a Ballot Request Type. The types are:
- Regular Civilian
  - Mail
  - Authorized Messenger
  - Fax (only for Absentee Ballot Type of Military, Federal Overseas Civilian, Federal Military).
- 14** Click on the [Save](#) pushbutton.

## Non-Registered Voter

This screen is displayed when a **Non-Registered Voter** button is clicked on the **Select Voter – Absentee Voter** screen. This is to add a non-registered voter to the system.

- The same rules as in **Maintain Absentee Application Request** screen apply for Date Requested, Application processed, Application mail date and Application recd date.
- **Print Now** prints a letter after clicking on the **Submit** button.
- **Print Later** sends the letter to the batch and user can print it from **System – Reminders** screen.

Non-Reg Voter				VC01 / CAMDEN	
<b>Non-Reg Voter</b>					
Last Name		Middle Name		First Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date Of Birth		Party		Request Type	
<input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/>		<input type="text"/>	
Date Requested		Application Mail Date			
<input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/> - <input type="text"/> - <input type="text"/>			
Application Received Date		Application Processed Date			
<input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/> - <input type="text"/> - <input type="text"/>			
Status		Reasons			
<input type="text"/>		<input type="text"/>			
Election Date:		Election Details:			
<input type="text"/>		<input type="text"/>			
<b>Residence Address:</b>					
Street No Suffix A		Suffix b		Street Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Address Line 2		Address Line 3		Apt/Unit No.	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Municipality		State		Zip Code	
<input type="text"/>		NJ		<input type="text"/> - <input type="text"/>	
<b>Ballot Mailing Address:</b>					
Street No Suffix A		Suffix b		Street Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Address Line 2		Address Line 3		Apt/Unit No.	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Municipality		State		Zip Code	
<input type="text"/>		<input type="text"/>		<input type="text"/> - <input type="text"/>	
Country		Fax			
<input type="text"/>		<input type="text"/>			
<b>Messenger information:</b>					
Select					
<input type="text"/>					
Or					
Name		Address			
<input type="text"/>		<input type="text"/>			
Municipality		State		Zip Code	
<input type="text"/>		<input type="text"/>		<input type="text"/> - <input type="text"/>	
Print Now		<input type="checkbox"/>			
Print Later		<input type="checkbox"/>			
		<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
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Figure 77: Non-Reg Voter Screen

## Search Absentee Ballots

The **Search Voter - Absentee Ballot** screen is used to search for absentee ballots. It works the same as the **Search – Absentee Voter** screen (on page 122).

- 1 Click on the **Search** or **County Search** pushbutton.

The **Select Voter – Absentee** screen is displayed.

The **Add/Maintain Absentee Ballot** pushbutton takes the user to the **Add/Maintain Absentee Ballot** screen if there exists an approved application for the next election.

Figure 78: Search - Absentee Ballots

- 1 Select an absentee ballots.
  - Click the **Add New Ballot** pushbutton to move to the Maintain Absentee Ballot screen.
  - Click **Update** to update disabled status, update the military overseas status or display the maintain absentee ballot application screen.
  - **Generate Ballot label** displays a pop-up window with 2 ballot labels.
  - **Delete** deletes the ballot from the file.

- 1 Click on the **Add New Ballot** pushbutton.

The **Add/Maintain Absentee Ballot** screen displays.

- 1 The “Date Ballot Requested” and “Application Mail Date or Application Received Date” is all the same date. The date is populated from the previous screen (Ballot Application Request).
- 2 The “Date Ballot requested” could be same or prior to “Ballot mail date”. System displays an error message if this condition is not met.
- 3 If “Ballot Rec'd Date” is entered, election date will be required.

- 4 "Election date – Name", "Election Details" and "Bearer's Information" are saved per session, until the user changes.
- 5 Ballot Received date is hidden for the county clerks.
- 6 Ballot requested is hidden for the Board of Elections.
- 7 To generate Ballot labels "Date Ballot Requested" is required.
- 8 If the **Add/Maintain Absentee Ballot** screen is displayed on pressing the **Add Maintain Absentee Ballot** button present on the **Select Voter – Absentee** screen.
  - Ballot Received date should be populated with today's date(if not previously entered) and is editable.
  - For the selected person and election date/details, if information has already been entered, it would be listed.
  - The user should have the option to change the Election Date. If an application for that election date already exists an alert message will be displayed and user will be unable to save the modifications. If an application does not already exist for that election then the user can save the modifications.
- 9 The application would track multiple ballots being sent to the voter in the same election by capturing the reason.
- 10 The **Save** pushbutton displays the **Absentee Applications** screen.



## Module 3: Generate Application Labels

This screen is used to generate application labels.

### Navigation

- 1 The user clicks on **Activities** from the main menu.
- 2 The user clicks on **Absentee Voters** from the Activities menu.
- 3 The user clicks on **Generate Application labels** from the Absentee Voters menu.

Figure 79: Generate Application Labels

### Label Generation Activities

- 1 Clicking on the **Generate Labels for Permanent Absentee Voters** pushbutton generates labels for the following voters:
  - Permanent disabled voters who have checked the "Voter checked completely and Permanently disabled" checkbox in the Add/Maintain Absentee Ballot Application Request screen.
- 2 The **Generate Labels for Voters who did not Return Applications** pushbutton generates labels for the above voters who did not return applications.
- 3 The **Generate Labels for All Pending Requests** pushbutton generates labels for the voters who requested for applications. System generates labels for all such voters until the current date.
- 4 Application Mail date will be updated with current date for all these requests.
- 5 System displays a screen with labels.

- 6 The **Generate Labels** pushbutton generates labels for the voters who requested applications for the given Date Requested range.
- 7 User can regenerate labels by specifying Date Requested range and/or mail date range.
- 8 When system regenerates application labels, the mail date will be overwritten with current date.
- 9 Application labels contain application ID as the barcode for updating the application received date using barcode reader.

## Module 4: Update Application Received Date

This screen is used to update the application received date using barcode reader. Alternatively, user can update the date in the 'Maintain Absentee Application Request' Screen for each voter.

### Navigation

- 1 User clicks on the Update Application Received Date link under absentee voter menu.

Update Application Received Date Using Barcode Reader VC01 / CAMDEN

**Election Date**  
[Dropdown]

**Election Details**  
Name--Election Type--Election Category [Text Box]

**Messenger's Information**  
Select [Dropdown]

**Or**  
**Name** [Text Box]  
**Municipality** [Text Box]

**Application Recd Date**  
8/15/2005 [Text Box]

**Address**  
[Text Box]

**State** [Text Box] **ZipCode** [Text Box]

[Continue] [Reset]

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Figure 80: Update Application Received Date Using Barcode Reader Screen

### Update Application Date

- 1 User selects "messenger" from the drop-down list and enters the application received date.
- 2 If messenger information is not found in the drop down, the details can be entered.
- 3 The new messenger is saved and displayed in the drop down for the next time.
- 4 Click in the **Continue** pushbutton.

### Enter Application Information

- 1 User selects "messenger" from the drop-down list and enters the application received date.
- 2 If messenger information is not found in the drop down, the details can be entered. The new messenger is saved and displayed in the drop-down list for the next time.
- 3 Click on the **Insert** pushbutton to update Rec'd Date for the applications.

System displays the same screen with the criteria pre-populated and application ID's cleared. User can now scan the next set of five applications.

Update Application Received Date Using Barcode Reader		VC01 / CAMDEN	
<b>Election Date</b> <input type="text" value="05/25/2004"/>		<b>Election Details</b> <input type="text" value="Name--Election Type--Election Category"/>	
<b>Select</b> <input type="text" value="MURALI-2213"/>		<b>Application Recd Date</b> <input type="text" value="4/15/2005"/>	
<b>Application ID</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<input type="text"/>			
<input type="button" value="Insert"/> <input type="button" value="Reset"/>			

Figure 81: Update Application Received Date Using Barcode Reader Screen

## Module 5: Generate Ballot Labels

This screen is opened from the Absentee Ballots Menu.

Figure 82: Generate Ballot Labels Screen

### Generate the Labels

- 1 The **Generate Labels for All Pending Applications** pushbutton generates labels for voters meeting the following criteria:
  - Selected Election
  - All the applications received till the current date.
  - Ballots are not sent.
- 2 The **Generate Labels** pushbutton generates labels for voters meeting the following criteria:
  - Selected Election
  - Ballots are not sent.
  - Application received date in the selected date range
- 3 The **Regenerate Labels** pushbutton generates labels for voters meeting the following criteria:

- Selected Election
- Ballots are sent.
- Application mail date in the selected range
- Application recd date in the selected range
- Ballot mail date in the selected range

## Module 6: Update Ballot Received Date using Barcode Reader

This screen is used to update the ballot received date using barcode reader. Alternatively, user can update the date in the 'Maintain Absentee Voter' Screen for each voter

### Navigation

User clicks on Update ballot received date link under absentee voter menu. This causes the **Update Ballot Received Date Using Barcode** Reader screen to display.

Update Ballot Received Date Using Barcode Reader VC01 / CAMDEN

**Election Date**  
[Dropdown]

**Party**  
[Blank] [Dropdown]

**Bearers's Information**  
Select [Dropdown]

**Or**  
**Name** [Text Box]

**Municipality** [Text Box]

**Election Details**  
Name--Election Type--Election Category [Text Box]

**Ballot Recd Date**  
8/15/2005 [Text Box]

**Address** [Text Box]

**State** [Text Box] **ZipCode** [Text Box]

[Continue] [Reset]

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Figure 83: Update Ballot Received Date Using Barcode Reader Screen

### Enter Ballot Information

- 1 Election Date – Name is required.
- 2 Party is required for primary elections.
- 3 Ballot received date must be a valid date and a past date or current date.
- 4 Users can select the bearer in the drop-down list or if the bearer is not found in the list, a bearer can be entered in the name and address boxes.
- 5 When user clicks on the **Continue** button, it inserts the bearer in the system and populates in the drop down in the next screen.
- 6 System pre-populates the data entered in the previous screen.
- 7 When the barcode reader scans five Voter ID's in the five text boxes, the system automatically updates the ballot received date for the voter ID's.
- 8 Displays the same screen after the update for another set of five voter ID's to be scanned

## Module 7: Batch Processes

- 1 System resets the absentee voter status every year (the status is valid only for a year) using a batch process. This batch process will be initiated by an authorized user.
- 2 A scheduled batch process checks the non-registered voters in the system with new voters and notifies in the reminders screen. This can be scheduled by the user.
- 3 Clicking on the [Review](#) pushbutton, displays the list of the voters matched. User can compare and merge the non-registered voter record with the registered voter record appropriately.



# **Chapter 8**

## **System**



## CHAPTER 8

# System

The System functionality contains activities necessary to maintain the system users and keep them informed of events requiring action. It contains maintenance screens for a number of lookup tables. It also allows State System Administrator to log on to another County. After three (3) unsuccessful attempts to log on, a user will be locked out, regardless of the Date/Time.

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## Module 1: System Administrator Homepage

This activity lets users know:

- What County the user is logged on to.
- Allows System Administrator to log on to another County.

## Module 2: Show Reminders

This activity acts as a tickler to alert users to:

- Voters who have moved out of the County
- Items in batch to be printed
- Number of Vital Records matches
- Number of DOC matches

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Show Reminders**.

The **Reminders** screen is displayed.

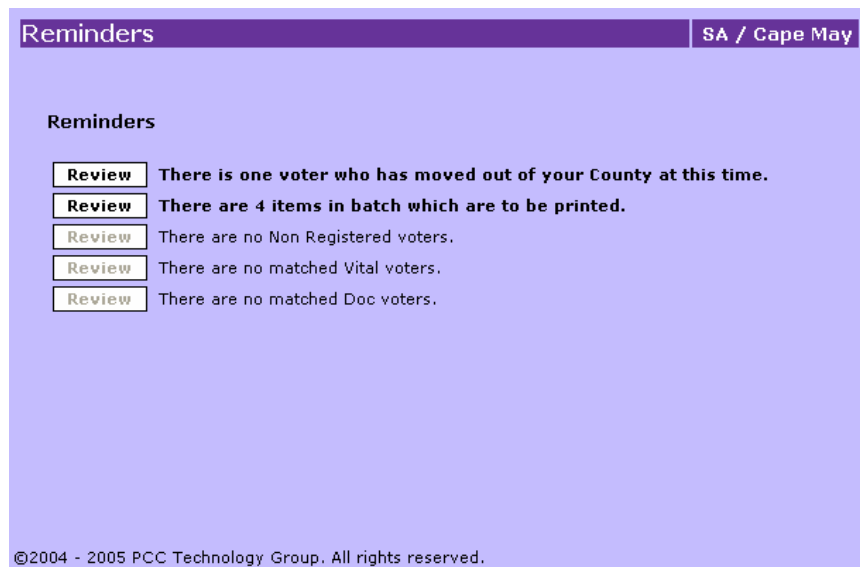


Figure 84: Reminders Screen

### Batch Printing

On the **Reminders** screen:

- 1 Select the **Review** pushbutton for the batch printing option.

The **Batch Printing Details** screen is displayed. The user may choose to print any number of print jobs or return to the **Reminders** screen.

Batch Printing Details		SA / Cape May
<b>20 Days Batch</b>		
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/14/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>1</b> items in batch on <b>09/13/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/12/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/11/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/10/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/09/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>3</b> items in batch on <b>09/08/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/07/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/06/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/05/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/04/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/03/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/02/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>09/01/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/31/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/30/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/29/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/28/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/27/2005</b> which are to be printed.	
<a href="#">View</a>	There are <b>0</b> items in batch on <b>08/26/2005</b> which are to be printed.	
<a href="#">Back to the Reminders Screen</a>		
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Figure 85: Batch Printing Details Screen

## View the Letters in the Batch

On the **Batch Printing Details** screen:

- 1 Click on the [View](#) pushbutton left of the letter that need to be printed.

The **Batch Letter Details** screen is displayed.

Select	Voter ID	Voter Name	CD Reminder Type
<input type="checkbox"/>	100000130	JOHN K SMITH	Affiliation

[Select All](#) [Reset](#) [View](#) [Delete](#) [Back](#)

Figure 86: Batch Letter Details Screen

## Print Batch Letters

On the **Batch Letter Details** screen:

- 1 Click on the **Select All** pushbutton.
  - This selects all the letters in the batch.
- 2 Click on the **View** pushbutton.

The **Preview** window is displayed.

---

Note: The batch and the letters within it are retained on this screen for twenty days, after which they are expunged from the screen. They can still be printed from the **Correspondence History** at a later date. A batch can be reprinted if a malfunction should occur during the printing process.

---

## Print One Letter

On the **Batch Letter Details** screen:

- 1 Select the **Select** checkbox to the left of the Voter ID of the letter needed.
- 2 Click on the **View** pushbutton.

The **Preview** window is displayed.

- 1 Click on the **Print** pushbutton.

The **Print Dialog** screen is displayed.

## Choose the Page to Print

On the **Print Dialog** screen:

- 1 Type in the page number to be printed in the Page Range, Pages section.
- 2 Click on the **Close** pushbutton to return to the **Batch Printing Details** screen.

The displayed letters are printed on your default printer.

---

Note: The batch and the letters within it are retained on this screen for seven days, after which they are expunged from the screen. They can still be printed from the **Correspondence History** at a later date.

---

## Voters Who Have Moved

- 1 Select the **Review** pushbutton next to the voters who have moved out of your County message.
  - The system will display a list of voters who have moved.
  - The system will display a list of voters who have been cancelled due to inactive status for two Federal General Elections.
- 2 The list may be deleted once appropriate action has been taken.

## Vital Records Pending Voters

On the **Reminders** screen:

- 1 Click on the **Review** button next to the Vital Records Pending Voters

The **Vital Records Pending Voters** screen is displayed.

## Compare the Voters

On the **Vital Records Pending Voters** screen:

- 1 Click on the **Compare** pushbutton. The VITAL record is compared to the CVR record thereby displaying the **Select Activity – Compare Vital Records Matched Voters** screen.
  - Click on **Change** to change the voter information. The Change Registration screen is displayed.
  - Click on **No Action Required**.

## Voters who are Challenged

On the **Reminders** screen:

- 1 Click on the **Review** button next to the Voters who are Challenged section.



- When the user clicks on the appropriate **Select** button, the system will proceed to the **Voter Registration Change Voter** screen.
- Once the Challenged Ballot designation is removed from the voter's record, the voter will be removed from the reminder list.

## DOC Voters

On the **Reminders** screen:

- 1 Click on the **Review** button to view the matches for DOC Voters.

The list of matches is displayed in the **Matched DOC Voters** screen.

## Compare the Voters

On the **Matched DOC Voters** screen:

- 1 Click on the **Compare** pushbutton. The system will display the Voter ID, first name, middle name, last name, residence street, municipality, residence state, residence zip, Date of Birth, for both the SVRS voter and the External Interface Voter (DOC). The following options are available:
  - Click on **Change** to change the voter information. The Change Registration screen is displayed.
  - Click on **No Action Required**.

## Module 3: Maintain Users

System Users are maintained within the Maintain Users module. You are prompted for System Administrator Password when making any additions, changes, or deletions. The system checks the rights associated with System Administrator Password to ensure that the appropriate privilege exists for adding the new user. You can only affect User IDs for the roles that have authority lower than yours.

### Add Users

Users may be added to your County's list of users through the Add User process. A User ID can be up to nine characters.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Users**.

The **Maintain Users** screen is displayed.

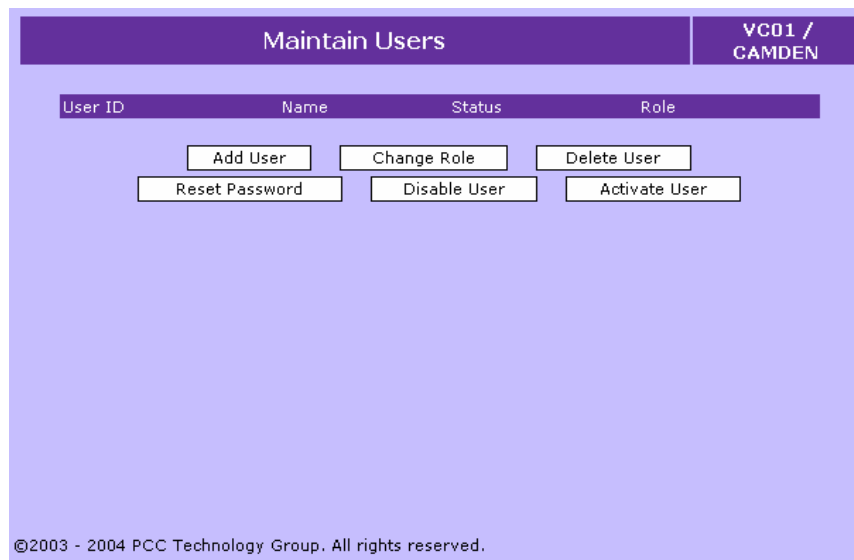


Figure 87: Maintain Users Screen

### Add a User

This activity allows a user with administrative privileges to add other users to the system.

## Navigation

On the **Maintain Users** screen:

- 1 Click on the **Add User** pushbutton.

The **Add User** screen is displayed.

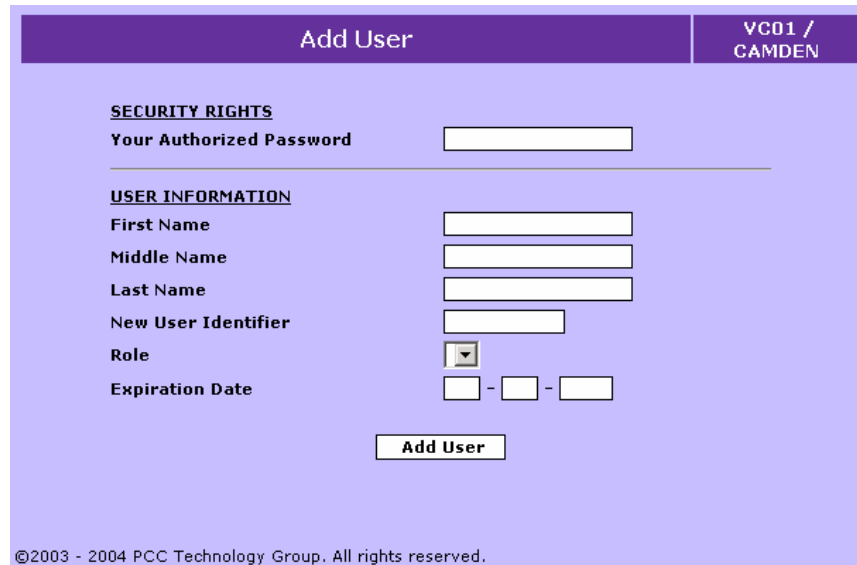


Figure 88: Add User Screen

## Create a New User

On the **Add User** screen:

- 1 Enter the System Administrator Password.
- 2 Enter the new user's First Name.
- 3 Optionally enter the new user's Middle Name.
- 4 Enter the new user's Last Name.
- 5 Enter the New User Identifier. You can use any User ID standard that your county is currently using as long as it is unique. If you have no standard, we would suggest the first letter of first name, then the first 7 letters of the last name. Joe Smith would be jsmith.
- 6 Select the appropriate role from the Role drop-down list. Information on the types of roles available is state specific and is covered under **Maintain Roles**.
- 7 Enter the Expiration Date, which is the date the user will be disabled. If no date entered the user will be active until changed.
- 8 Click on the **Add User** pushbutton.

A confirmation screen is displayed.

## Change a Role

A user's role may be changed through the Change User process. You can only assign a role that is lower than your own.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Users**.

The **Maintain Users** screen is displayed.

### Select the User

On the **Maintain Users** screen:

- 1 Click on the radio button to the right of the user.
- 2 Click on the **Change Role** pushbutton.

The **Change Role** screen is displayed.

### Choose the New Role

On the **Change User Role** screen:

- 1 Enter System Administrator Password.
- 2 Select a role from the selections in the "Role" drop-down list. The assignment of roles is a state function and they are maintained in the **Maintain Roles** section. The available roles will always be lower than the user's role.
- 3 Click on the **Modify Role** pushbutton.

A confirmation message is displayed.

---

Note: The System Administrator Password must match the password of original logon.

---

## Delete a User

A user may be deleted from the system through the Delete User process.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Delete Users**.

The **Delete Users** screen is displayed.

## Select the User

On the **Delete Users** screen:

- 1 Click on the radio button to the right of the user.
- 2 Click on the **Delete User** pushbutton.

The **Delete User** screen is displayed.

## Delete the User

On the **Delete User** screen:

- 1 Enter the System Administrator Password.
- 2 Confirm the correct user is shown on the screen.
- 3 Click on the **Delete User** pushbutton.

A verification pop-up window is displayed.

---

Note: The Systems Administrator Password must match the password of original login.

---

## Reset Password

A user's password can be reset through the Reset Password process. The users affected by the reset will be prompted to enter a new password at their next login.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Users**.

The **Maintain Users** screen is displayed.

## Select the User

On the **Maintain Users** screen:

- 1 Click on the radio button to the right of the user.
- 2 Click on the **Reset Password** pushbutton.

The **Reset Password** screen is displayed.

## Reset the Password

On the **Reset Password** screen:

- 1 Enter the System Administrator password.
- 2 Click on the **Reset Password** pushbutton.

The user affected by the reset will be prompted to enter a new password at his/her next login.

---

Note: The password asked for is of the person resetting the password for the user, not the user's password.

---

## Disable User

This activity allows an authorized user to disable a user temporarily under their System Administrator Control.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Users**.

The **Maintain Users** screen is displayed.

### Select the User

On the **Maintain Users** screen.

- 1 Click on the radio button to the right of the user.
- 2 Click on the **Disable User** pushbutton.

The **Disable User** screen is displayed.

### Disable the User

On the **Disable User** screen:

- 1 Enter the System Administrator Password.
- 2 Confirm the correct user is shown on the screen.
- 3 Click on the **Disable User** pushbutton.

A verification pop-up window is displayed.

## Activate a User

This activity allows an authorized user to activate a disabled or inactive user under their System Administrator control.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Users**.

The **Maintain Users** screen is displayed.

## Select the User

On the **Maintain Users** screen:

- 1 Click on the radio button to the right of the user.
- 2 Click on the **Activate User** pushbutton.

The **Activate User** screen is displayed.

Figure 89: Activate User Screen

## Activate the User

On the **Activate User** screen:

- 1 Enter the System Administrator Password.
- 2 Confirm the correct user is shown on the screen.
- 3 Click on the **Activate User** pushbutton.

## Module 4: Maintain Printers

This activity allows an authorized user to enter default printers for SVRS documents.

### Setting Margins

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **Maintain Printers**.

The **Maintain County Printers** screen is displayed.

Maintain County Printers			VC01 / CAMDEN	
How do I type in the Printer Name? For Example : \\PRINT SERVER NAME\PRINTER NAME				
Printer ID	Document Type	Printer Name	Left Margin (inches)	Top Margin (inches)
1.	Mailing Envelope	\\VOTER SERVER\HPLJ4050	0.5	0.5
2.	Mailing Envelope	\\VOTER SERVER\HPLJ4050	0.5	0.5
1.	Notification Card	\\TEST SERVER\TEST2323	1	1.5
2.	Notification Card			
3.	Notification Card			
4.	Notification Card			
1.	Bar Code Label			
2.	Bar Code Label			
1.	Mailing Labels			
2.	Mailing Labels			

**Update**

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Figure 90: Maintain County Printers Screen

### Set Margins

Note: These margins have been preset on the dedicated unit and should not need to be updated.

On the **Maintain Municipality Printers** screen:

- 1 For the appropriate Document Type, enter the printer name. If the printer is directly attached to the device, just enter the printer name. Otherwise follow the printer example at the top of the **Maintain Printer** screen.



- 2 If needed, add or change the **Left Margin** setting.
- 3 If needed, add or change the **Top Margin** setting.
- 4 Click on the **Update** pushbutton.

A confirmation screen is displayed.

## Module 5: Maintain Roles

The User selects **Maintain Roles** option from the **System** menu. This option works as follows:

- 1 There are three tiers of roles:
  - The State Level System Administrator (the highest level) can maintain the following role assignments:
  - State users
  - County Clerk System Administrators
  - Board of Election System Administrators
  - Superintendent System Administrators
  - Municipal Clerks
- 2 Each of these second tier will have exclusive control over those assigned to their specific supervision. The State Level System Administrator will not be able to change the third tier directly.

### Add New Role

On the **Maintain Roles** screen, the user clicks the **Add New Role** pushbutton. This opens the **Add Role** screen.

- 1 The User enters a new **Role Level**, **Role Code** and **Role Description**.
- 2 The user then clicks the **Add Role** pushbutton which causes the **Assigned Tasks** screen to display.
  - The system displays tasks for the selected role.
  - The user selects the new task(s) to add to the selected role.
  - User clicks the **Update** pushbutton to add the tasks to the role.

### Modify Tasks

On the **Maintain Roles** screen, the user selects a role and clicks the **Modify Tasks** pushbutton. This opens the **Assigned Tasks** screen for that role.

- The system displays tasks for the selected role.
- The user selects the new task(s) to add to the selected role.
- User clicks the **Update** pushbutton to add the tasks to the role.

## Module 6: Maintain Drop Down Data

This activity maintains data for various functions in the system.

The user selects **Maintain Drop Down Data** from the System menu. This screen displays the various modules in the system that have lookup data.

- Select one of the modules.

### Add New Value

- Click the **Add Drop Down Value** pushbutton. This opens the **Add Drop Down Value** Screen.
- The user enters a new Lookup Code and Lookup Description.
- The user may choose **Add Value**, **Reset** screen or **Cancel** pushbuttons.

### Modify Values

- Click the **Modify Drop Down Values** pushbutton. This opens **the** Modify **Drop Down Values** screen.
- The user makes the changes necessary in the Lookup Code and/or Lookup Description.
- The user may choose **Update Value**, **Reset** screen or **Cancel** pushbuttons.

## Module 7: My Homepage

The My Homepage module allows you to change your password as well as set up some basic information about yourself in the system.

### Change Password

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **My Homepage**.

The **My Homepage** screen is displayed.

User Homepage		VC01 / CAMDEN	
<b>USER INFORMATION:</b>			
<b>User ID:</b>	VC01	<b>Address</b>	
<b>Name:</b>	01, VC	<b>Line 1:</b>	
<b>Role:</b>	COUNTY CLERK	<b>Line 2:</b>	
<b>Phone:</b>		<b>City:</b>	
<b>Fax:</b>		<b>State:</b>	
<b>Email:</b>		<b>Zip:</b>	
<b>Change Password</b>		<b>Modify Information</b>	

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Figure 91: User Homepage Screen

### Change Your Password

On the **User Homepage** screen:

- 1 Click on the **Change Password** pushbutton.

The **Maintain Password** screen is displayed.

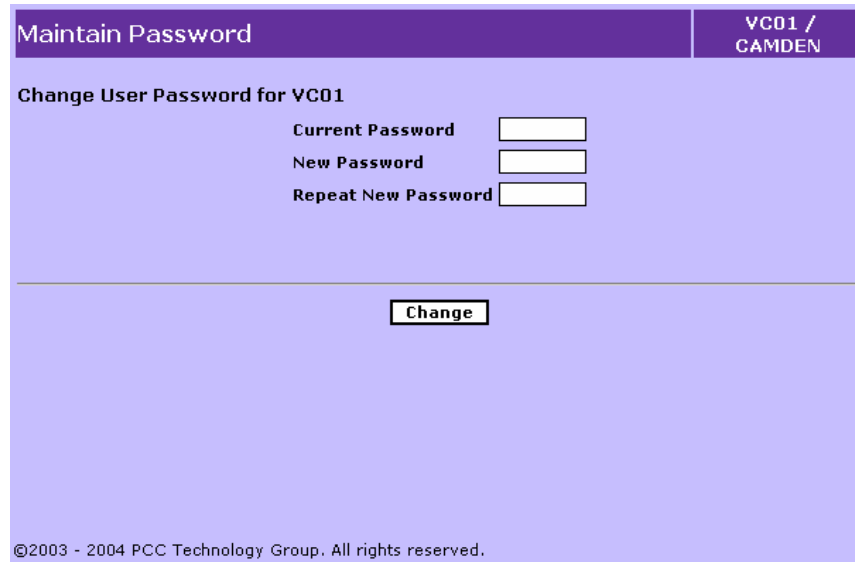


Figure 92: Maintain Password Screen

## Change Password

On the **Maintain Password** screen:

- 1 Enter your Current Password.
- 2 Enter your New Password.
- 3 Repeat your New Password.
- 4 Click on the **Change** pushbutton.

A confirmation message is displayed and your password is changed.

## Enter User Information

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **System**.
- 3 Select **My Homepage**.

The **My Homepage** screen is displayed.

## Modify Your Information

On the **User Homepage** screen:

- 1 Click on the **Modify Information** pushbutton.

The **User Information** screen is displayed.

The screenshot shows a web application interface titled "User Homepage" in a purple header bar. On the right side of the header, it says "SA / Cape May". Below the header, the page has a light purple background. The main heading is "USER INFORMATION:". Below this, the following information is displayed: "User ID: SA" and "Role: System Administrator". Under the "Name:" label, there are three input fields for "First", "Middle", and "Last". The "First" field contains "SYSTEM" and the "Last" field contains "ADMIN". Below the "Address:" label, there are several input fields: "Street:" with sub-fields for "Number", "Name", and "Unit"; "City:"; "State:" with a dropdown menu showing "NJ"; "Zip:" with fields for "Number", "Suffix", and "City"; "Phone:" with fields for "Area", "Number", and "Suffix"; "Fax:" with fields for "Area", "Number", and "Suffix"; and "Email:" with a single long input field. At the bottom of the form area, there are three buttons: "Modify Information", "Reset", and "Cancel". At the very bottom of the screen, a small copyright notice reads: "©2004 - 2005 PCC Technology Group. All rights reserved."

Figure 93: User Homepage Screen

## Enter User Information

On the **User Homepage** screen:

- 1 The User ID and Role are displayed.
- 2 The First and Last Name are pre-filled.
- 3 Enter the following:
  - Middle Name
  - Street Number
  - Street Name
  - Municipality
  - State
  - Zip
  - Phone Number (Optional)
  - Fax Number (Optional)
  - Email Address (Optional)
- 4 Click on the **Modify Information** pushbutton.

A confirmation message is displayed and your homepage is updated.

## **Chapter 9**

# **Maintain County Data**





## CHAPTER 9

# Maintain County Data

This function is used to add or maintain the County's streets, Voting Districts, and other County-specific information. This information is required for assigning voters during Voter Registration to the appropriate Voting Districts.

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## Module 1: Maintain County Data

This function is used to add or maintain the county's streets, Voting Districts, and other county-specific information. This information is required for assigning voters during voter registration to the appropriate Voting Districts.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select the second **Maintain County Data**.

The **Maintain County Data** screen is displayed

Maintain County Data		TESTING / CAMDEN
County Name	CAMDEN	
Federal County ID	1000	
State County ID	1000	
Bilingual	No	
Census Population		
County Web Site	HTTPS	
Suppress Letterhead printing	<input checked="" type="checkbox"/>	
Date Last Updated	08/04/2005	
<input type="button" value="Update"/> <input type="button" value="Reset"/>		

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Figure 94: Maintain County Data

### Enter County Information

On the **Maintain County Data** screen:

- 1 Select from drop-down list to indicate "Yes" or "No" for Bilingual.
- 2 Enter in the Census Population.
- 3 Enter in the County Web Site address.
- 4 Check the Suppress Letterhead printing checkbox to suppress letterhead printing.
- 5 Click on the **Update** pushbutton.

The screen is updated.

## Module 2: Add Street

This activity allows an authorized local user to add a new street in the logged in County.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Add Street**.

The **Add Street** screen is displayed

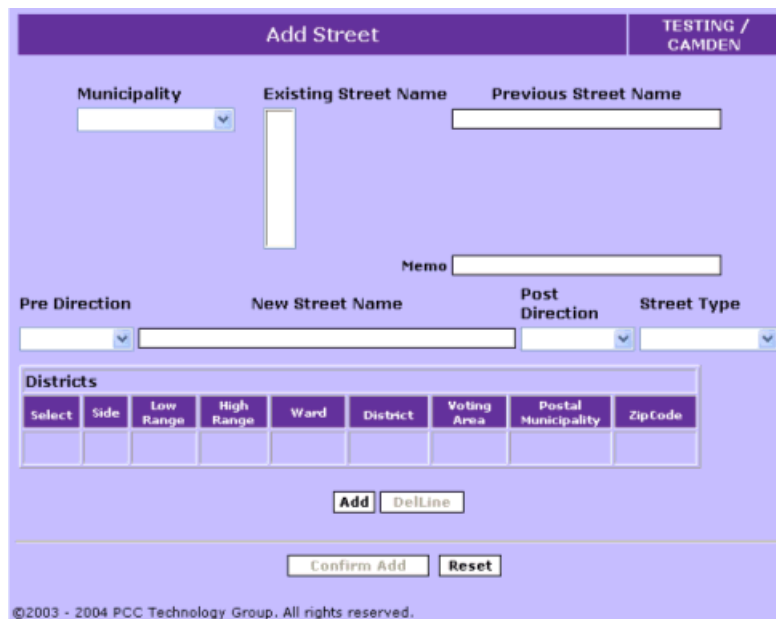


Figure 95: Add Street

### Enter Street Information

On the **Add Street** screen:

- 1 Select Municipality from the drop down list. (existing street names will autofill upon selecting municipality).
- 2 Optionally, enter information into "Memo Field."
- 3 Select the Pre-Direction from the drop-down list.
- 4 Enter New Street Name
- 5 Select the Post Direction from the drop-down list.
- 6 Select the Street Type from the drop-down list.
- 7 Click on the **Add** pushbutton.

A new blank Districts row is added to the screen. User may enter and select values for the new street range.

A row of data may be deleted by selecting the row and clicking the **DelLine** pushbutton.

---

Note: An error message is displayed if an attempt is made to add a duplicate street.

---

## Module 3: Maintain Street

This functionality allows authorized users to view and update street range data pertaining to selected Street Name of a Municipality within the logged in County. This functionality allows authorized users to update street data, such as street low and high ranges; side (odd, even, all) and assign District segments to an existing street range.

### Maintain Street

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Street**.

The **Maintain Street** screen is displayed.

**Maintain Street** SA / Cape May

Municipality: Avalon Existing Street Name: 9TH ST Previous Street Name:

Memo:

Select	Side	Low Range	High Range	Ward	District	Voting Area	Postal Municipality	Zip Code	
<input type="radio"/>	Odd	1	399	00	01	0800047-00051 ?	Avalon	08202	<b>View</b>
<input type="radio"/>	Even	2	398	00	01	0800047-00051 ?	Avalon	08202	<b>View</b>

Business Addresses Add Delete Alternate Domicile

Confirm Add/Update Reset Delete Street

**Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective**

**Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.**

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Figure 96: Maintain Street Screen

#### Update Street Information

On the **Maintain Street** screen:

- 1 Select the Municipality from the drop-down list.
- 2 Select the street from the Existing Street Names drop-down list. The screen refreshes.

- 3 Select the row to be updated by clicking on the **Select** radio button to the left of the row. The street segment becomes active for changes.
- 4 Make the needed changes to the street information for the row. The following can be changed:
  - Side (Required)
  - Low Range (Required)
  - High Range (Required)
  - Ward
  - District
  - Town Code
  - Voting Area
- 5 The district information can be viewed by clicking on the **?** pushbutton. The District information for the selected street range is displayed at the bottom of the screen.
- 6 All of the voters residing on the street range can be viewed.
- 7 Click on the **View** pushbutton to the right of the range.
  - The voters currently registered as residing on the selected street range are displayed in the **Voters for the Selected Street District** screen.
  - Click on the **Close** pushbutton to return to the **Maintain Street Districts** screen.
- 8 Click on the **Confirm Add/Update** pushbutton.

The database is updated with the changes to the street data. All the affected voters will have Voting Area updated.

If another row needs to be updated, repeat the steps for that row.

---

Note: The system will not allow overlapping street segments or for voters to be orphaned. If a street range needs to be shortened, it can be accomplished through the Redistricting module.

---

## Add a Street Range

On the **Maintain Street Districts** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Street Names drop-down list. The screen refreshes.
- 3 Click on the **Add** pushbutton.
- 4 Select the Side from drop-down list. The choices are:
  - All
  - Even
  - Odd
- 5 Enter the Low Range.
- 6 Enter the High Range.

- 7 Select the Ward from the drop-down list.
- 8 Select the District from the drop-down list.
- 9 Click on the **Confirm Add** pushbutton.

The database is updated with the addition to the street ranges.

---

Note: The same street number can not exist in two ranges for the same street. Overlapping ranges are not allowed.

---

## Delete a Street Range

On the **Maintain Street Districts** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Street Names drop-down list. The screen refreshes.
- 3 Select the row to be modified by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 4 Click on the **Delete** pushbutton.

A delete confirmation pop-up window appears.

- 1 Click on the **OK** pushbutton.

The database is updated with the changes to the street ranges.

---

Note: A street range may not be deleted if there are any voters assigned to it.

---

## View Districts

The district information can be viewed for a street range.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Street**.

The **Maintain Street Districts** screen is displayed.

## View the District Information

On the **Maintain Street Districts** screen:

- 1 Click on the **?** pushbutton next to the Voting Area field for the selected street. The screen refreshes.

The District information for the selected street range is displayed at the bottom of the screen.

Maintain Street
SA / Cape May

Municipality

Existing Street Name

Previous Street Name

Memo

Districts									
Select	Side	Low Range	High Range	Ward	District	Voting Area	Postal Municipality	Zip Code	
<input type="radio"/>	Odd	<input type="text" value="1"/>	<input type="text" value="399"/>	<input type="text" value="00"/>	<input type="text" value="01"/>	<input type="text" value="0800047-00051"/>	<input type="text" value="Avalon"/>	<input type="text" value="08202"/>	<input type="button" value="View"/>
<input type="radio"/>	Even	<input type="text" value="2"/>	<input type="text" value="398"/>	<input type="text" value="00"/>	<input type="text" value="01"/>	<input type="text" value="0800047-00051"/>	<input type="text" value="Avalon"/>	<input type="text" value="08202"/>	<input type="button" value="View"/>

Business Addresses

Add

Delete

Alternate Domicile

Confirm Add/Update

Reset

Delete Street

Selected Voting Area:

DISTRICT	VALUE
CONGRESSIONAL	10
COUNTY PRECINCT	01-00-01
SCHOOL	1000.01
REP	40
CNY	1
SEN	30
LEGISLATIVE	10
MUN	100.010000000000001
FREE HOLDER	200

**Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective**

**Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.**

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Figure 97: Maintain Street Districts - View Districts Screen

## View Voters

The voters currently registered as residing on a street range can be viewed.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Street**.

The **Maintain Street Districts** screen is displayed.



## View the Voters

On the ***Maintain Street Districts*** screen:

- 1 Select the City from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Street Names drop-down list. The screen refreshes.
- 3 Select the row by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 4 Click on the **View** pushbutton for the selected row.

The ***Voters for the Selected Street District*** screen is displayed listing all of the voters residing on the selected street range.

## Close the Screen

On the ***Voters for the Selected Street District*** screen:

- 1 Click on the **Close** pushbutton.

## Module 4: Street Name Change

This functionality allows an authorized user to change an existing Street Name. When an existing Street Name is changed, all corresponding district information that is associated with the old Street Name will also be changed to associate with the new Street Name.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Street Name Change**.

The **Street Name Change** screen is displayed.

Figure 98: Street Name Change

### Change Name

On the **Street Name Change** screen:

- 1 Select the Municipality from the drop down list.
- 2 Select the Street Name from the drop-down list.
- 3 Optionally select a Pre-Direction from the drop-down list.
- 4 Enter the New Street Name.
- 5 Select the Street Type from the drop-down list.
- 6 Optionally, select a Post-Direction from the drop-down list.
- 7 Click on the **Update** pushbutton.

The street name is updated. The previous name is viewable in the Previous Name field for the street.

---

Note: The new Street Name must be unique for the city and county.

---

## Module 5: Add Rural Streets

This activity allows an authorized local user to add a new rural street in the logged in County.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Add Rural Street**.

The **Add Rural Street** screen is displayed.

The screenshot shows the 'Add Rural Street' interface. It features a purple header bar with the title 'Add Rural Street' and a 'TESTING / CAMDEN' status indicator. The main form area is light purple and contains several input fields: 'Municipality' (a dropdown menu), 'Existing Streets' (a vertical list box), 'Previous Street Name' (a text input field), 'Rural Address Flag' (a radio button), 'Pre Direction' (a dropdown menu), 'New Street Name' (a text input field), 'Post Direction' (a dropdown menu), and 'Street Type' (a dropdown menu). Below these fields is a table titled 'Districts' with columns: 'Select', 'Ward', 'District', 'Voting Area', and 'ZipCode'. At the bottom of the form are four buttons: 'Add', 'DelLine', 'Confirm Add', and 'Reset'. A small copyright notice '©2003 - 2004 PCC Technology Group. All rights reserved.' is located at the bottom left of the form area.

Figure 99: Add Rural Street

### Add the Rural Street

On the **Add Rural Street** screen:

- 1 Select the Municipality from the drop-down list.
- 2 The existing street names are displayed. You may optionally browse through them to make sure you are not adding an existing name.
- 3 Optionally enter a Previous Street Name.
- 4 The **Rural Address Flag** radio button is selected and cannot be changed.
- 5 Optionally enter the Pre-Direction.
- 6 Enter the New Rural Street Name.
- 7 Optionally, enter the Post-Direction.
- 8 Optionally, select the Street Type from the drop-down list.

9 Click on the **Add** pushbutton.

The screen refreshes and the street is added. The street range set-up area for district assignment becomes available below.

---

Note: The new Street Name must be unique for the city and county.

---

## Module 6: Maintain Rural Streets

This activity allows an authorized local user to maintain a rural street in the logged in county. Rural Streets do not have automatic District Allocation and do not form part of Redistricting

### Maintain District Ranges

#### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Rural Street**.

The **Maintain Rural Street** screen is displayed.



Figure 100: Maintain Rural Street

#### Update the Rural Street Information

On the **Maintain Rural Street** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes.
- 2 Select the street from the Existing Rural Route drop-down list. The screen refreshes.
- 3 Select the row to be updated by clicking on the [Select](#) radio button to the left of the row. The street segment becomes active for changes.
- 4 Make the needed changes to the street information for the row. The following can be changed:
  - Ward
  - District
  - Voting Area

- The district information can be viewed by clicking on the ? pushbutton. The district information for the selected street is displayed at the bottom of the screen.

All of the voters residing on the street can be viewed.

- 1 Click on the **View** pushbutton to the right of the range.
  - The voters currently registered as residing on the selected street are displayed in the **Voters for the Selected Street District** screen.
  - Click on the **Close** pushbutton to return to the **Maintain Rural Street** screen.
- 2 Click on the **Confirm Add/Update** pushbutton.

The database is updated with the changes to the street data. All the affected voters will have their Voting Area changed automatically by the system.

If another row needs to be updated, repeat the steps for that row.

## Add a Street Range

On the **Maintain Rural Street** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Rural Route drop-down list. The screen refreshes.
- 3 Click on the **Add** pushbutton.
- 4 Select the County District from the drop-down list.
- 5 Click on the **Confirm Add** pushbutton.

The database is updated with the additions to the street.

## Delete a Street Range

On the **Maintain Rural Street** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Rural Route drop-down list. The screen refreshes.
- 3 Select the row to be modified by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 4 Click on the **Delete** pushbutton.

A delete confirmation pop-up window appears.

- 1 Click on the **OK** pushbutton.

The database is updated with the changes to the street ranges.

---

Note: A street range may not be deleted if there are any voters assigned to it.

---

## View Voters

The voters currently registered as residing on a rural street segment can be viewed.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Rural Street**.

The **Maintain Rural Street** screen is displayed.

## View the Voters

On the **Maintain Rural Street** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Rural Route drop-down list. The screen refreshes.
- 3 Select the row by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 4 Click on the **View** pushbutton for the selected row.

The **Voters for the Selected Street District** screen is displayed listing all of the voters residing on the selected street segment.

## Close the Screen

On the **Voters for the Selected Street District** screen:

- 1 Click on the **Close** pushbutton.

The **Maintain Rural Street** screen is displayed.

## View Districts

The District information can be viewed for a rural street segment.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Rural Street**.

The **Maintain Rural Street** screen is displayed.

## View the District Information

On the **Maintain Rural Street** screen:

- 1 Click on the **?** next to the Voting Area field for the selected street. The screen refreshes.

The district information for the selected street range is displayed at the bottom of the screen.



## Delete a Street

A rural street can be deleted if there are no voters assigned to any of the segments defined for it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Rural Street**.

The **Maintain Rural Street** screen is displayed.

### Delete the Street

On the **Maintain Rural Street** screen:

- 1 Select the Municipality from the Towns drop-down list. The screen refreshes.
- 2 Select the street from the Existing Rural Route drop-down list. The screen refreshes.
- 3 Click on the **Delete Street** pushbutton.
- 4 A deletion verification pop-up window is displayed.
- 5 Click on the **OK** pushbutton to confirm the deletion.

A confirmation message is displayed.

---

Note: A street may not be deleted if there are voters assigned to any of the segments defined for the street.

---

## Module 7: Maintain Municipality

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Municipality**.

The **Maintain Municipality** screen is displayed.

Figure 101: Maintain Municipality

### Update Municipality Data

- 1 Select a Municipality from the list.
- 2 Click on the **Maintain Municipality Data** pushbutton.

The **Maintain Municipality Data** screen is displayed.

The screenshot shows a web application titled "Maintain Municipality Data" with a "TESTING / CAMDEN" tab. The form contains the following fields: "Municipality Name" (Caldwell), "Federal Municipal ID", "State Municipal ID", "Municipality Type" (Borough), "Census Population", "Municipality Web Site", and "Date Last Updated" (08/12/2005). Below the form are four buttons: "Add New Clerk" (highlighted), "Update", "Maintain Clerk", and "Delete". A copyright notice at the bottom reads "©2003 - 2004 PCC Technology Group. All rights reserved."

Figure 102: Maintain Municipality Data

## Add a Municipality

- 1 Click on the **Add New Municipality** pushbutton.

The **Maintain Municipality Data** screen is displayed.

The screenshot shows the same "Maintain Municipality Data" web application. The form fields are now empty except for "Municipality Type" which is set to "Borough". The buttons at the bottom are "Add new Clerk", "Insert" (highlighted), "Reset", and "Maintain Clerk". The copyright notice remains the same.

Figure 103: Maintain Municipality Data

## Enter the Municipality Information

On the **Maintain Municipality Data** screen:

- 1 Enter the municipality information.
- 2 Click on the **Insert** pushbutton.

The record is added.

## Module 8: Maintain District Types

This functionality is used to add or maintain various Voting Districts such as School Districts, Sewer Districts, etc., as well as Congressional and Legislative Districts.

### Add Districts to District Type

If additional districts are needed, they may be added.

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Voting District** screen is displayed.

Figure 104: Maintain Voting Districts Screen

#### Select a District Type

On the **Maintain District Types** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

The screenshot shows the 'Maintain Voting Districts' screen with a purple header. The 'District Types' dropdown is set to 'FIRE'. Below it is a table with the following data:

Select	Type	Number	Description
<input type="checkbox"/>	CNG	2	S2
<input type="checkbox"/>	CNG	3	S3
<input type="checkbox"/>	CNG	5	S5
<input type="checkbox"/>	CNG	6	S16

Below the table are buttons: 'Add Line', 'Delete', 'Update', 'Maintain', 'Reset', '< Previous', and 'Next >'. A red note at the bottom states: 'Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective. Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.'

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Figure 105: Maintain Voting Districts Screen with Data

## Add a District

On the **Maintain Voting Districts** screen:

- 1 Click on the **Add Line** pushbutton.

A blank data row is added to enter the district information.

The screenshot shows the 'Maintain Voting Districts' screen with a purple header. The 'District Types' dropdown is set to 'FIRE'. Below it is a table with the following data:

Select	Type	Number	Description
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>

Below the table are buttons: 'Delete', 'Update', 'Reset', 'View & Add Page', '< Previous', and 'Next >'. A red note at the bottom states: 'Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective. Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.'

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Figure 106: Maintain Voting Districts - New

## Enter District Information

On the new line on the **Maintain Districts** screen:

- 1 The Type is pre-filled.
- 2 Enter the Number.
- 3 Enter the Description.
- 4 Click on the **Update** pushbutton.

The database is updated with the additions to the District library.

## Modify District Information

If changes are needed to the numbers and descriptions that are associated with a District Type, they can be updated. This will affect all the voting areas that have been set up to include that district.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Voting Districts** screen is displayed.

## Select a District Type

On the **Maintain Voting Districts** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

## Make the Changes

On the **Maintain Voting Districts** screen for the district:

- 1 Click on the **Maintain** pushbutton. The page refreshes.
- 2 Select the appropriate district with the radio button to the left of the line. The row becomes available for editing.
- 3 Make the necessary changes to the Number and/or Description.
- 4 Click on the **Update** pushbutton.

The database is updated for the District Type.

## Delete a Voting District Type

A voting district may be deleted unless there are any street segments assigned to it.

## Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Voting Districts** screen is displayed.

## Select a District Type

On the **Maintain Voting Districts** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

## Delete the District Type

On the **Maintain Voting Districts** screen:

- 1 Select the row to be deleted by clicking on the [Select](#) radio button to the left of the row.
- 2 Click on the [Delete](#) pushbutton.

The database is updated with the deletions to the District library.

---

Note: A Voting District may not be deleted if it is included in any Voting Area assignments. It would need to be removed from any Voting Area to which it has been assigned through Assign Voting Districts.

---

## Module 9: County Election Officials

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **County Election Officials**.

The **View County Election Officials** screen is displayed with the existing officials' information.

Select	Name	Address	Phone No.	Fax No.	Date Last updated	Letter Head
<input type="checkbox"/>	AA AA	AA AA AA NJ 11111	111-111- 1111	111-111-1111	08/04/2005	Y

County Clerk

County Superintendent of Elections / Commissioner of Registrations

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Figure 107: View County Election Officials

### Add a New Election Official

- 1 Click on the **Add New** pushbutton.

The **Maintain County Election Official** screen is displayed.



**Maintain County Election Official** TESTING / CAMDEN

County Name: CAMDEN

First Name  Last Name

Title  Party

Official Type

Street Number  Street Name

Address Line 2

Municipality  Zip Code

Telephone No.  Cell Phone No.

Email  Fax No.

Letterhead ☐

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Figure 108: Maintain County Election Official

## Update an Election Official Record

### Select the Record

- 1 Select the appropriate record to modify.
- 2 Click on the **Update** pushbutton.

The **Maintain County Election Official** screen is displayed with the existing data displayed.

**Maintain County Election Official** TESTING / CAMDEN

County Name: CAMDEN

First Name  Last Name

Title  Party

Official Type

Street Number  Street Name

Address Line 2

Municipality  Zip Code

Telephone No.  Cell Phone No.

Email  Fax No.

Letterhead ☒

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Figure 109: Maintain County Election Official

## Modify the Data

- 1 Modify the Election Official information as needed.
- 2 Click on the **Update** pushbutton.

The record is updated.

## View Election Official Details

### Select the Record

- 1 Select the appropriate record.
- 2 Click on the **View** pushbutton.

The **Maintain County Election Official** screen is displayed with the existing data displayed.

## Delete an Election Official

### Select the Record

- 1 Select the appropriate record.
- 2 Click on the **Delete** pushbutton.

The record is removed from the database.

## Module 10: Maintain Districts

This functionality is used to add or maintain various Voting Districts such as School Districts, Sewer Districts, etc., as well as Congressional and Legislative Districts.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Districts** screen is displayed.

Maintain Voting Districts SA / Cape May

District Types

Back

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Figure 110: Maitain Voting Districts Screen

### Select a District Type

On the **Maintain Voting Districts** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

The screenshot shows the 'Maintain Voting Districts' screen with a purple header. The 'District Types' dropdown is set to 'FIRE'. Below it is a table with the following data:

Select	Type	Number	Description
<input type="checkbox"/>	CNG	2	S2
<input type="checkbox"/>	CNG	3	S3
<input type="checkbox"/>	CNG	5	S5
<input type="checkbox"/>	CNG	6	S16

Below the table are buttons: 'Add Line', 'Delete', 'Update', 'Maintain', and 'Reset'. At the bottom are navigation buttons: '< Previous' and 'Next >'. A red note at the bottom states: 'Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective. Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.'

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Figure 111: Maintain Voting Districts Screen with Data

## Add a District

On the **Maintain Voting Districts** screen:

- 1 Click on the **Add Line** pushbutton.

A blank data row is added to enter the district information.

The screenshot shows the 'Maintain Voting Districts' screen with a purple header. The 'District Types' dropdown is set to 'FIRE'. Below it is a table with the following data:

Select	Type	Number	Description
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CNG	<input type="text"/>	<input type="text"/>

Below the table are buttons: 'Delete', 'Update', 'Reset', and 'View & Add Page'. At the bottom are navigation buttons: '< Previous' and 'Next >'. A red note at the bottom states: 'Note : Add Line - Adds the line to the screen. Please input the data and press the Update button to make effective. Delete - Deletes the Street District from the Database. Please select and press the Delete button. If Voter(s) are not associated, Street District will be deleted.'

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Figure 112: Maintain Voting Districts - New

## Enter District Information

On the new line on the **Maintain Districts** screen:

- 1 The Type is pre-filled.
- 2 Enter the Number.
- 3 Enter the Description.
- 4 Click on the **Update** pushbutton.

The database is updated with the additions to the District library.

## Modify District Information

If changes are needed to the numbers and descriptions that are associated with a District Type, they can be updated. This will affect all the voting areas that have been set up to include that district.

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Voting Districts** screen is displayed.

## Select a District Type

On the **Maintain Voting Districts** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

## Make the Changes

On the **Maintain Voting Districts** screen for the district:

- 1 Click on the **Maintain** pushbutton. The page refreshes.
- 2 Select the appropriate district with the radio button to the left of the line. The row becomes available for editing.
- 3 Make the necessary changes to the Number and/or Description.
- 4 Click on the **Update** pushbutton.

The database is updated for the District Type.

## Delete a Voting District Type

A voting district may be deleted unless there are any street segments assigned to it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Districts**.

The **Maintain Voting Districts** screen is displayed.

### Select a District Type

On the **Maintain Voting Districts** screen:

- 1 Select the District Type from the drop-down list.

The screen refreshes with the District Type information.

### Delete the District Type

On the **Maintain Voting Districts** screen:

- 1 Select the row to be deleted by clicking on the **Select** radio button to the left of the row.
- 2 Click on the **Delete** pushbutton.

The database is updated with the deletions to the District library.

---

Note: A Voting District may not be deleted if it is included in any Voting Area assignments. It would need to be removed from any Voting Area to which it has been assigned through Assign Voting Districts.

---

## Module 11: Assign Voting Area Districts

Voting Districts are the detailed district information that defines a District, such as Congressional and Legislative Districts, Fire Districts, School Districts, Sewer Districts, etc. These Voting Districts are then assigned to streets.

### View Voting Area Districts

#### Search for a Voting Area District

##### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Assign Voting Area Districts**.

The **Search Voting Districts** screen is displayed.

Figure 113: Search Voting Districts

#### Search for a Voting District Assignment

When searching for a Voting District, you may search by either Municipality, Ward or District or by the combination of the three.

On the **Search Voting Districts** screen:

- 1 Enter search criteria:
  - County Precinct
  - Tax Code Area
  - County Precinct and Tax Code Area
- 2 Click on the [Search](#) pushbutton.

The **Maintain Voting District Assignment** screen is displayed.

## View Assignments

The number of records found is displayed at the top of the screen, showing the number of Voting Districts in the specified County Precinct and/or Tax Code. If only County Precinct was designated in the search, the Voting Districts for all Tax Codes within that County Precinct are displayed.

On the **Maintain Voting District Assignment** screen:

- 1 Click on the [Previous](#) or [Next](#) pushbuttons to scroll through the Voting Areas.

OR

- 1 Enter a record number in the Go To field.
- 2 Click on the [Go](#) pushbutton.

## New Search

On the **Maintain Voting District Assignment** screen:

- 1 Click the [New Search](#) pushbutton to find a new County Precinct and/or Tax District.

## Modify a Voting Area District

### Search for a Voting Area District

#### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Assign Voting Area Districts**.

The **Search Voting Districts** screen is displayed.

### Search for a Voting Area District

When searching for a Voting District, you may search by either County Precinct or Tax Code or by the combination of the two.

On the **Search Voting Districts** screen:

- 1 Enter search criteria:
  - County Precinct
  - Tax Code Area
  - County Precinct and Tax Code Area
- 2 Click on the [Search](#) pushbutton.

The **Maintain Voting District Assignment** screen is displayed.



## Modify a Voting Area

On the **Maintain Voting District Assignment** screen:

- 1 Make sure that you are viewing the Voting District Assignment that you want to modify.
- 2 Click on the **Modify** pushbutton.

The **Modify District Assignment** screen is displayed.

## Make Changes and Confirm

On the **Modify District Assignment** screen:

- 1 Make the necessary changes to the district choices by selecting from the drop-down list.
- 2 Click on the **Confirm** pushbutton.

A confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The changes are saved and the **Maintain Voting District Assignment** screen is refreshed.

## New District Assignment

### Search for a Voting Area District

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Assign Voting Area Districts**.

The **Search Voting Districts** screen is displayed.

### Search for a Voting Area District

When searching for a Voting District, you may search by either County Precinct or Tax Code or by the combination of the two.

On the **Search Voting Districts** screen:

- 1 Enter search criteria:
  - County Precinct
  - Tax Code Area
  - County Precinct and Tax Code Area
- 2 Click on the **Search** pushbutton.

The **Maintain Voting District Assignment** screen is displayed.

## Add New District

On the **Maintain Voting District Assignment** screen

- 1 Click on the **New Assignment** pushbutton.

The **New District Assignment** screen is displayed.

## Assign Districts

On the **New District Assignment** screen:

- 1 Choose the District Number from the drop-down lists for each of the appropriate District Types.
- 2 Click on the **Confirm** pushbutton.

The database is updated.

## Delete a Voting Area

### Search for a Voting Area District

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Assign Voting Area Districts**.

The **Search Voting Districts** screen is displayed.

### Search for a Voting Area District

When searching for a Voting District, you may search by either County Precinct or Tax Code or by the combination of the two.

On the **Search Voting Districts** screen:

- 1 Enter search criteria:
  - County Precinct
  - Tax Code Area
  - County Precinct and Tax Code Area
- 2 Click on the **Search** pushbutton.

The **Maintain Voting District Assignment** screen is displayed.

## Delete the Voting Area

On the **Maintain Voting District Assignment** screen:

- 1 Make sure that you are viewing the Voting District Assignment that you want to delete.

2 Click on the **Delete** pushbutton.

The Voting Area is deleted.

---

Note: A Voting Area may not be deleted if there are Street Districts associated with it.

---

## Module 12: Maintain Business Addresses

Business Addresses may be created in order to designate specific street ranges as being used for commercial purposes only. This prohibits those street numbers from being able to be used as residential addresses when registering voters.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Business Address**.

The **Maintain Business Address** screen is displayed.

Select	Side	Low Range	High Range	Business Name	Zip Code

[Add Line](#) [Delete](#) [Update](#) [View](#)

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Figure 114: Maintain Business Addresses Screen

### Add a New Business Address

On the **Maintain Business Addresses** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes.
- 2 Select the Street from the drop-down list. The screen refreshes.
- 3 Click on the **Add Line** pushbutton. The screen refreshes.
- 4 Select the Side from drop-down list. The choices are:
  - All
  - Even
  - Odd
- 5 Enter the Low Range.
- 6 Enter the High Range.

- 7 Enter the Business Name.
- 8 Optionally enter the Zip Code.
- 9 Click on the [Add Line](#) pushbutton.

The business address is added to the database.

## Update Business Address Information

On the **Maintain Business Addresses** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes.
- 2 Select the Street from the drop-down list. The screen refreshes.
- 3 Select the row to be modified by clicking on the [Select](#) radio button to the left of the row. The screen refreshes.
- 4 Change the information as needed.
- 5 Click on the [Update](#) pushbutton.

The database is updated with the changes to the business address.

## Delete a Business Address

On the **Maintain Business Addresses** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes.
- 2 Select the Street from the drop-down list. The screen refreshes.
- 3 Select the row to be deleted by clicking on the [Select](#) radio button to the left of the row. The screen refreshes.
- 4 Click on the [Delete](#) pushbutton.

The business address is deleted.

## Module 13: Maintain Alternate Domiciles

This activity allows an authorized user to add or delete an Alternate Domicile on a selected street range.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Maintain County Data**.
- 3 Select **Maintain Alternate Domicile**.

The **Maintain Alternate Domicile** screen is displayed.

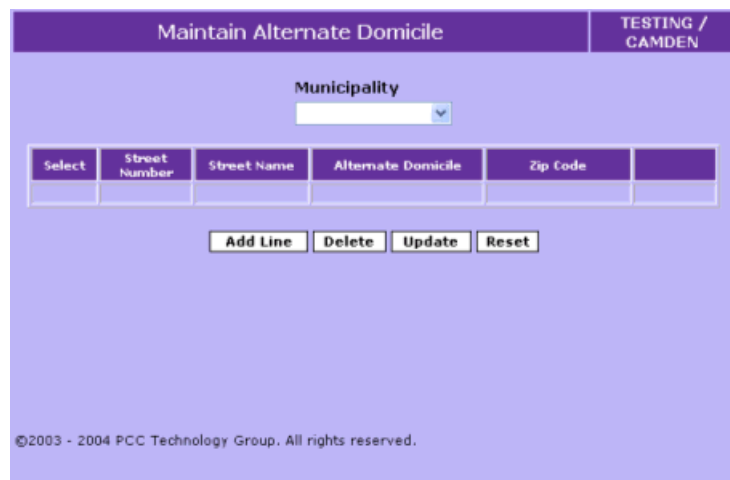


Figure 115: Maintain Alternate Domicile Screen

### Add a New Alternate Domicile Shelter

On the **Maintain Alternate Domicile Addresses** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes and the existing Alternate Domicile shelters for the city are displayed.
- 2 Click on the **Add Line** pushbutton.
- 3 Enter the Street Number.
- 4 Select the Street Name from the drop-down list.
- 5 Enter the Alternate Domicile Name.
- 6 Optionally enter the Zip Code.
- 7 Click on the **Update** pushbutton.

The Alternate Domicile is added to the database.

## Update Alternate Domicile Information

On the **Maintain Alternate Domicile Addresses** screen:

- 1 Select the City from the Select Town drop-down list. The screen refreshes.
- 2 Select the row to be modified by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 3 Change the information as needed.
- 4 Click on the **Update** pushbutton.

The database is updated with the changes to the Alternate Domicile shelter.

## Delete a Alternate Domicile Shelter Address

On the **Maintain Alternate Domicile Addresses** screen:

- 1 Select the Municipality from the drop-down list. The screen refreshes.
- 2 Select the row to be deleted by clicking on the **Select** radio button to the left of the row. The screen refreshes.
- 3 Click on the **Delete** pushbutton.

The Alternate Domicile shelter is deleted.

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# **Chapter 10**

## **Candidate Management**



## CHAPTER 10

# Candidate Management

### In This Chapter

Module 1: Add/Maintain Offices	202
Module 2: Add/Maintain Candidate Details	206

## Module 1: Add/Maintain Offices

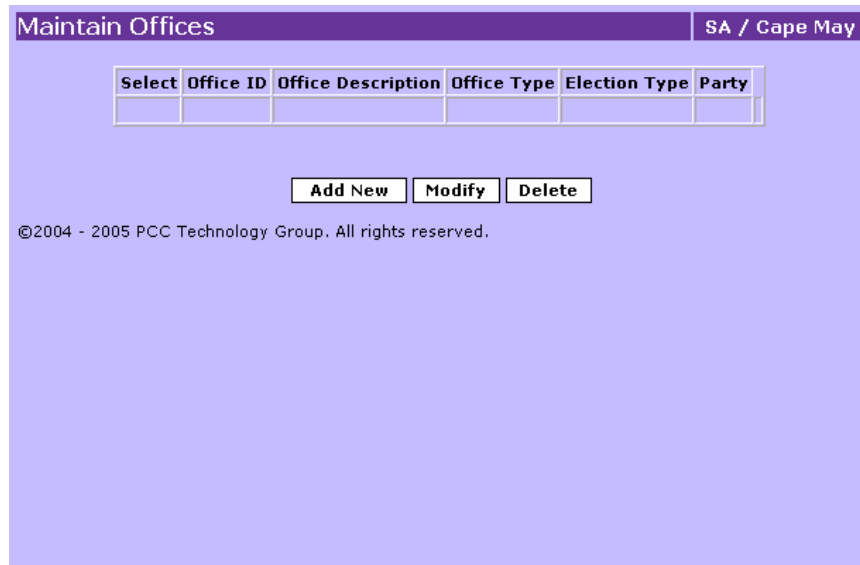
This function is used to add and maintain offices.

### Add an Office

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Candidate Management**.
- 3 Select **Maintain Offices**.

The **Maintain Offices** screen is displayed with the existing offices.



Select	Office ID	Office Description	Office Type	Election Type	Party
--------	-----------	--------------------	-------------	---------------	-------

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Figure 116: Maintain Offices Screen

### Add a New Office

On the **Maintain Offices** screen:

- 1 Click on the **Add New** pushbutton.

The Add/Maintain Office screen is displayed.

Add/Maintain Office

SA / Cape May

Office ID

Office Description

Office Type

Election Type

Party

Update

Reset

Previous

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Figure 117: Add/Maintain Office Screen

## Enter New Office Information

On the [Add/Maintain Office](#) screen:

- 1 Enter an Office ID.
- 2 Enter an Office Description.
- 3 Select an Office Type from the drop-down list. The Office Type choices are:
  - Federal
  - State
  - County
  - Municipal
- 4 Select an Election Type from the drop-down list. The Election Type choices are:
  - Annual School
  - Fire
  - General
  - Primary
  - Recall (County)
  - Recall (Municipal)
  - Recall (State)
  - Run-Off (County)
  - Run-Off (Municipal)
  - Run-Off (State)
  - Special School
- 5 When the Election Type is Primary, Select a Party from the drop-down list. The Party choices are:
  - Democrat
  - Green Party
  - Independent Party
  - Libertarian Party
  - Natural Law Party
  - Reform Party
  - Republican
  - US Constitution Party
  - Unaffiliated Party
- 6 Click on the [Update](#) pushbutton.

---

Note: State users are able to use Federal, State – Local users are able to use County and Municipal.


---

## Maintain an Office

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Candidate Management**.
- 3 Select **Maintain Offices**.

The **Maintain Offices** screen is displayed with the existing offices.



Select	Office ID	Office Description	Office Type	Election Type	Party
--------	-----------	--------------------	-------------	---------------	-------

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Figure 118: Maintain Offices Screen

### Select an Office

On the **Maintain Offices** screen:

- 1 Click on the **Select** radio button to the left of the office to be modified.
- 2 Click on the **Modify** pushbutton.

The **Add/Maintain Office** screen is displayed.

### Modify Office Information

On the **Add/Maintain Office** screen:

- 1 Office ID is non-editable.
- 2 Update the Office Description.
- 3 Choose an Office Type from the drop-down list. Choices are:
  - Federal
  - State

- County
  - Municipal
- 4 Select an Election Type from the drop-down list. The Election Type choices are:
- Annual School
  - Fire
  - General
  - Primary
  - Recall (County)
  - Recall (Municipal)
  - Recall (State)
  - Run-Off (County)
  - Run-Off (Municipal)
  - Run-Off (State)
  - Special School
- 5 When the Election Type is Primary, Select a Party from the drop-down list. The Party choices are:
- Democrat
  - Green Party
  - Independent Party
  - Libertarian Party
  - Natural Law Party
  - Reform Party
  - Republican
  - US Constitution Party
  - Unaffiliated Party
- 6 Click on the [Update](#) pushbutton.

---

Note: State users are able to use Federal, State – Local users are able to use County and Municipal.

---



## Module 2: Add/Maintain Candidate Details

This function is used to search for a voter, view a voter, select voter as a Candidate.

### Add a Candidate

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Candidate Management**.
- 3 Select **Add Candidate Details**.

The **Candidate - Search Voter** screen is displayed.

Figure 119: Candidate - Search Voter Screen

#### Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers
- Search by Voter Name
- Search by Street Address

## Search by Voter Identifiers

On the **Candidate - Search Voter** screen:

- 1 Select either the **County** or **Statewide** radio button.
- 2 Enter one of the following search criteria:
  - Voter ID
  - NJ Drivers License / NJ State ID No. searches)
  - Legacy ID
  - Archived Legacy ID
- 3 Click on the **Search** pushbutton.

The **Select Voter - Add Candidate** screen is displayed.

Note: If no matches are found, a notification message of "No Voters Found" is displayed.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date
<input type="radio"/>	A	DOYLE	CHRISTIAN	M		09/24/1983	505 E 30TH ST, Ocean City, NJ	CAPE MAY	008027853			

1

Note: If status is blank, that implies the voter status is Active

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Figure 120: Select Voter - Add Candidate Screen

## Search by Voter Name

On the **Candidate - Search Voter** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Enter any of the following voter search criteria:
  - Partial or Full Last Name (see note)
  - Partial or Full First Name (see note)
  - Middle Name
  - Any of the above + DOB

- Partial or Full Last Name Only (see note)
- DOB Only

3 Click on the **Search** pushbutton.

The **Select Voter - Add Candidate** screen is displayed.

---

Note: If no matches are found, a notification message of "No Voters Found" is displayed. Partial Name Searches are permitted on the First Name and Last Name. At least the first character of the Last Name and/or the first character of the First Name must be entered.

---

## Search by Street Address

### Enter Street Search Criteria

On the **Candidate - Search Voter** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Select a city from the drop-down list.
- 3 Enter at least the first letter of a street name in the Search Street Name field.
- 4 Click on the **Street Search** pushbutton.

The **Activities Search – Streets** screen is displayed with a list of all streets in the county/city with initial character(s) that match those entered.

---

Note: Searching on a partial street name can be more effective.

---

### View Street Ranges

On the **Activities Search – Streets** screen:

- 1 Click on the **View** pushbutton to the right of the street name.

The **Address Name Street - Display Street Addresses** pop-up window displays the street ranges for the selected street.

### Select a Street

On the **Address Name Street - Display Street Addresses** pop-up window:

- 1 Select a street by clicking on the radio button to the left of the name.
- 2 Click on the **Select** pushbutton at the bottom of the list.

The pop-up window closes and the selected street name appears in the **Street Name** field.

### Conduct the Search

On the **Candidate - Search Voter** screen:

- 1 Click on the **Search** pushbutton.

The **Select Voter - Add Candidate** screen is displayed with all voters who reside on the selected street.

## Select a Candidate

On the **Select Voter - Add Candidate** screen:

- 1 Click on the **Select** radio button to the left of the candidate needed.
- 2 Click on the **Select** pushbutton.

The **Add/Maintain Candidate Details** screen is displayed.

---

Note: Click on the **Non-Reg Voter** pushbutton to add a non registered voter as a candidate.

---



Figure 121: Add/Maintain Candidate Details Screen

## Enter Candidate Details

On the **Add/Maintain Candidate Details** screen:

- 1 For the voter selected the screen will display:
  - Name
  - Residence Address
  - Party
  - Voter ID
  - Status
- 2 Displays the mailing address (if available) but is editable
- 3 If a different mailing address is needed, click on "Clear Mailing Address". A new mailing address may be entered which will not update the voter's mailing address.

- 4 Select from the Election Date-Name drop down list (State users will only see Statewide elections, Locals will not see Statewide elections)
- 5 Select Office from the drop down list.
- 6 If “Ineligible” is selected, choose the Reason from the drop down list.
- 7 For a non-registered voter, enter the following:
  - Name
  - Residence Address
  - Party
- 8 Choose a Type from the drop down list. Choices are:
  - Candidate
  - Sponsor (If sponsor is selected, Office can be blank)
- 9 Click on the [Save](#) pushbutton.

## Maintain a Candidate

Steps are the same as Add a Candidate.

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# **Chapter 11**

## **Petitions**





## CHAPTER 11

# Petitions

The Petitions module permits State or County authorized users to setup and modify petitions and to record voters' participation on the petitions. Once created, County Petitions have to be assigned districts. The assigned districts define which voters are eligible to sign. During its lifetime, a petition may have Slogans, Circulators, Recall Committee Members, Referendum Proponents or Committee on Vacancy Members added or removed from it. Signatures are recorded and updated until the Petition Cut-off Date, when the petition is locked.

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## Module 1: Add a Petition

The system tracks the various types of petitions. Security is set on the Petitions module so that County authorized users can only Add, Modify or delete petitions being circulated within their County, while a State authorized user can only Add, Modify or delete petitions that are being circulated statewide.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

The screenshot shows the 'Petitions' screen with a header bar containing 'Petitions' and 'CAPUSER / CAPE MAY'. Below the header, it says 'Total Petitions: 3'. A table lists three petitions:

Sno.	Petition Type	Petition Code	Petition Name	Signatures Required	Signatures Accepted	Signatures Rejected
1.	<input type="radio"/> County Wide	TES	TEST PETITION	10	1	0
2.	<input type="radio"/> County Wide	ITC	UPDATED PETITION	0	0	0
3.	<input type="radio"/> County Wide	1001	Sample Petition	20	7	3

Below the table are several buttons: 'Add Signatures', 'Add New Petition', 'Modify Petition', 'Delete Petition', 'Assign Districts', 'Add Slogan', 'Add Circular', 'Add Recall Committee Member', 'Add Referendum Proponents', and 'Add Committee on Vacancies'. At the bottom, there is a copyright notice: '©2004 - 2005 PCC Technology Group. All rights reserved.'

Figure 122: Petitions Screen

### Add the Petition

On the **Petitions** screen:

- 1 Click on the **Add New Petition** pushbutton.

The **Add New Petition** screen is displayed.

**Add New Petition** CAPUSER / CAPE MAY

Petition Code:

Petition Name:

Candidate Petition Type:

Office Sought:

Other Petition Types:

Designation:

Election Date -- Name:

Election Type:

Election Code:

Start Date:  -  -

End Date:  -  -

Election Cut-Off Date:  -  -

Curable Defects:

Other Description:

Memo:

Required No. Of Signers:

Delivery Type:

**Candidate Information**

Last Name:  Middle Name:  First Name:  Search:

Gender:  Office:  Address 1:

Address 2:  Municipality:  State:  Zip Code:

Primary Phone:  Secondary Phone:  Cell Phone:

Email:  Ineligible Candidate: ☐ Reason for Ineligibility:

**Petitioner Information**

Last Name:  Middle Name:  First Name:

Petitioner Filer Type:

Name:

Address 1:  Address 2:

Municipality:  State:  Zip Code:

Primary Phone:  Secondary Phone:

Cell Phone:  Email:

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Figure 123: Add New Petition Screen

## Enter Petition Information

On the **Add New Petition** screen:

- 1 Enter a Petition Code. The Petition Code must be unique within the Municipality.
- 2 Optionally select a Candidate Petition Type. The possible values are:
  - <Blank> (Default)
  - Independent Petition
  - Primary

- County
  - Committee
  - School
- 3 If this is a candidate petition, enter the Office Sought
- 4 If this is not a candidate petition, choose the petition type from the “Other Petition Types”. The possible values are:
- Recall
  - Referendum
  - Other
- 5 If “Other” is chosen, enter a type in the “Other” Textbox.
- 6 Choose a Delivery Type from the drop-down list. The possible values are:
- Mail In
  - In Person
- 7 Choose an Election Type from the drop-down list. The possible values are:
- Federal
  - Statewide
  - County
  - Municipal
  - School Board
  - County Committee
- 8 Enter a Petition Name
- 9 Choose an Election Date-Name from the drop-down list. All future elections are listed.
- 10 Optionally enter data into the designation fields.
- 11 Enter a Start Date, End Date, and Election Cut-Off Date.
- 12 Optionally choose from the Curable Defects drop-down list. Possible values are:
- No Authorization Letter for Slogan
  - Circulator Not a Signer
  - Circulator Not Notarized
  - Incomplete Oath of Alliance or Not Notarized
  - Incomplete Certificate of Acceptance
  - Missing Criminal Conviction Disclosure
  - Other
- 13 If “Other” chosen above, enter description in the Other Description field.
- 14 Enter the Required Number of Signers.
- 15 Optionally enter notes into the Memo field.

## Candidate Information

If this is a candidate petition, the following information is entered, otherwise skip this subsection:

- 1 Enter a candidate name into the Name field.
- 2 Click on the **Search** pushbutton. A Popup window with a list of candidates is displayed.
- 3 Select the appropriate Candidate. The Add New Petition screen is refreshed with the candidates information.
- 4 If another candidate is to be added to the petition, click on the **Add Candidate** pushbutton and repeat the above steps.

## Petition Filer Information

Information can be recorded on the person filing the petition. Petitions do not have to be filed by registered voters. To record petition filer information, click the Petition Filer Information checkbox and follow the step below for a registered voter filer or a non-registered voter filer.

### Registered Filer

The system provides a way to search for a registered voter and automatically fill out the petition filer fields. If the filer is not a registered voter, proceed to the next subsection.

- 1 Click on the Petition Filer Information checkbox to enable the petition filer fields.
- 2 Choose a Petition Filer Type from the drop-down list. The possible values are:
  - Mail In
  - In Person
- 3 Click on the **Search** button in the Filer information section.

The system displays the **Search Voter** screen.



*Figure 124: Search Voter Screen*

### Non-Registered Filer

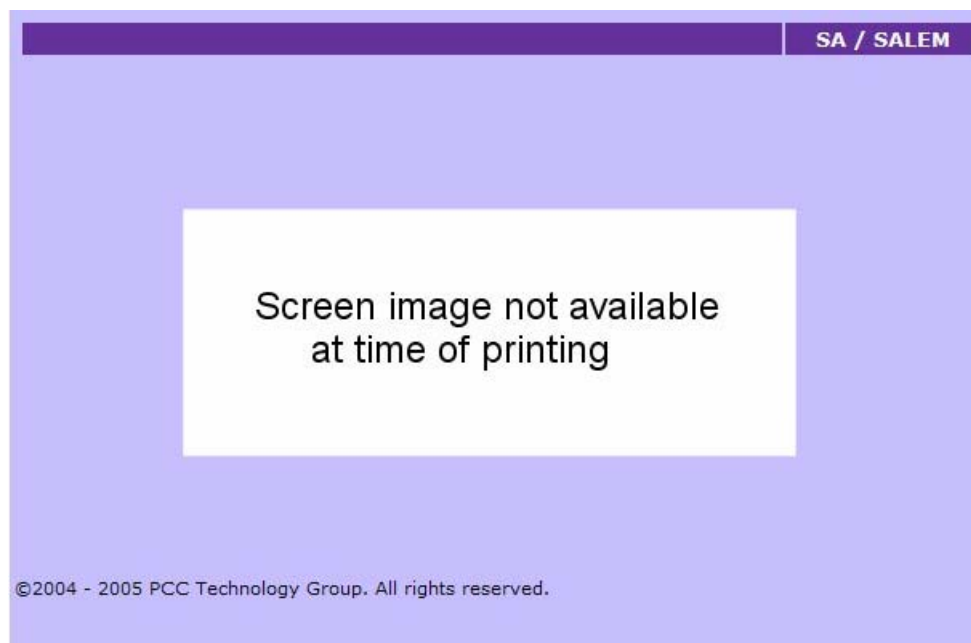
If the filer is not a registered voter, follow these steps to record the filer information.

- 1 Click on the Petition Filer Information checkbox to enable the petition filer fields.
- 2 Choose a Petition Filer Type from the drop-down list. The possible values are:
  - Mail In
  - In Person
- 3 Optionally enter the filer name
- 4 Optionally enter the filer address
- 5 Optionally enter the filer Primary Phone Number, Secondary Phone Number, Cell Phone Number, and email address.

### Save the data

- 1 Click on the [Add Petition](#) pushbutton.

The petition is created in the system. The **Petition Creation Confirmation** screen is displayed.



*Figure 125: Petition Creation Confirmation Screen*

## Module 2: Maintain Petitions

Information on existing petitions can be modified prior to any signers being recorded on the petition. Petition information may be updated, districts may be assigned, and petitions may be deleted. Once a signature has been recorded on a petition, those options are not available.

### Modify Petition Information

Petition information can be modified on an existing petition until a signature has been recorded for it, as long as it is prior to the Cut-off Date. Once a signature has been accepted or rejected on the petition, changes are not allowed.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition to Modify

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Modify Petition** pushbutton.



The **Modify Petition** screen is displayed for the selected petition.

Note: Petitions can not be modified after signers have been accepted or rejected.

**Modify Petition** GAPUSER /  
CAPE MAY

Petition Code:  Petition Name:

Candidate Petition Type:  Office Sought:

Other Petition Types:  Other:

Designation:

Election Date -- Name:  Election Type:  Election Code:

Start Date:  End Date:

Election Cut-Off Date:  Status:

Curable Defects:

Required No. Of Signers:  Other Description:

No of Signs Rejected:  Tally of Accepted Signatures:

Memo:

No of Signs Withdrawn:

Delivery Type:

**Candidate Information**

Last Name:  Middle Name:  First Name:

Gender:  Office:  Address 1:

Address 2:  Municipality:  State:  Zip Code:

Primary Phone:  Secondary Phone:  Cell Phone:

Email:  Ineligible Candidate: ☐ Reason for Ineligibility:

**Petition Filer Information**

Last Name:  Middle Name:  First Name:

Petition Filer Type:  Name:

Address 1:  Address 2:

Municipality:  State:  Zip Code:

Primary Phone:  Secondary Phone:

Cell Phone:  Email:

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Figure 126: Modify Petition Screen

## Change the Petition Information

On the **Modify Petition** screen:

- 1 Make the necessary changes to the petition.
- 2 Click on the **Update** pushbutton.

The petition information is updated.

---

Note: A petition may not be modified after a signature has been recorded on it.

---

## Delete a Petition

A petition can only be deleted prior to any signers being recorded (either accepted or rejected).

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition to Delete

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Delete Petition** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The petition is deleted from the system.

## Module 3: Maintain Slogans

Multiple slogans can be associated with one petition. The slogan(s) can be changed, deleted, or added as long as the petition is able to be modified.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Slogan** pushbutton.

The **View Slogan** screen is displayed.

Figure 127: View Slogan Screen

### Add Slogan

On the **View Slogan** screen:

- 1 Click on the **Add Slogan** radio button.

A New Entry in the list of slogans appears and is selected.

- 1 Enter the new slogan on the new line.

The new slogan is added to the list of slogans

## Update Slogan

On the **View Slogan** screen:

- 1 Click on the slogan to update by selecting the **Select** radio button to the left of the slogan.
- 2 Click on the **Update Slogan** pushbutton.

The selected entry becomes updatable

- 1 Update the slogan as appropriate

The selected slogan is now updated

## Delete Slogan

On the **View Slogan** screen:

- 1 Click on the slogan to delete by selecting the **Select** radio button to the left of the slogan.
- 2 Click on the **Delete Slogan** pushbutton.

A pop up window appears asking if you are sure you want to delete the slogan.

- 1 Click on the **OK** button

The selected slogan is deleted from the list.

## Module 4: Maintain Circulators

Multiple circulators can be assigned to a petition. To be a valid circulator, the person must be a registered voter in the jurisdiction of the petition.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Circulator** pushbutton.

The **Circulators** screen is displayed.

Figure 128: Circulators Screen

### Add Circulator

On the **Circulators** screen:

- 1 Click on the **Add New Circulator** pushbutton.

The **Search Voter** screen is displayed.



*Figure 129: Search Voter Screen*

## Update Circulator

Figure 130: Add/Update Circular Screen

## Select the Circulator

On the **Circulators** screen:

- 1 Select the circulator you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Circulator** pushbutton.

The **Add / Update Circulators** screen is displayed.

## Update the Information

On the **Add / Update Circulators** screen:

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

## Delete Circulator

On the **Circulators** screen:

- 1 Select the circulator you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Circulator** pushbutton

The system prompts asking if you are sure you want to delete this circulator.

- 1 Click on the **OK** pushbutton

The circulator is deleted from this petition.



## Module 5: Maintain Recall Committee

Up to ten Recall Committee Members can be assigned to a petition. To be a valid committee member, the person must be a registered voter.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Recall Committee Member** pushbutton.

The **Recall Committee** screen is displayed.

View Recall Committee			
CAPUSER / CAPE MAY			
Petition Code		1001	
Recall Committee			
Select	Voter Id	Name	Address
<input type="radio"/>	100000002	JOHN M TESTING	MAIN STREET MAIN STREET BERNARD ENCLAVE EMMETT 8613-8613
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>			
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Figure 131: Recall Committie Screen

### Add New Member

On the **Recall Committee** screen:

- 1 Click on the **Add New Member** pushbutton

The **Search Voter** screen is displayed.

## Select Voter - Add Recall Committee

On the **Search Voter** screen:

- 1 Enter search criteria for the committee member. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton

The **Select Voter – Add Recall Committee Member** screen is displayed

**Add Recall Committee** CAPUSER / CAPE MAY

Petition Code 1001

**Add Recall Committee**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Primary Phone Secondary Phone

Mobile Phone Email

**Member's Mailing Address**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Save Reset Cancel

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Figure 132: Select Voter - Add Recall Committee Member Screen

## Update Committee Member

On the **Recall Committee** screen:

- 1 Select the committee member you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Committee Member** pushbutton.

The system displays the **Add / Update Recall Committee Member** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

## Delete Committee Member

On the **Recall Committee** screen:

- 1 Select the committee member you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Committee Member** pushbutton

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton

The recall committee member is deleted from this petition.

## Module 6: Maintain Referendum Proponents

Up to ten Referendum Proponents can be assigned to a petition. To be a valid referendum proponent, the person must be a registered voter, and the petition must have at least one recall committee member associated with it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Referendum Proponent** pushbutton.

The **Referendum Proponents** screen is displayed.

View Referendum Proponents				CAPUSER / CAPE MAY
Petition Code		1001		
<b>Referendum Proponents</b>				
Select	Voter Id	Name	Address	
<input type="radio"/>	100000002	PETRONE JOE	OLA	
<div>Add Update Delete</div>				
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Figure 133: Referendum Proponents Screen

## Add New Proponent

### Navigation

On the **Referendum Proponents** screen:

- 1 Click on the **Add New Proponent** pushbutton.

The **Search Voter** screen is displayed.



*Figure 134: Search Voter Screen*

### Search for a Voter

On the **Search Voter** screen:

- 1 Enter search criteria for the proponent. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton.

The **Select Voter – Add Referendum Proponent** screen is displayed



*Figure 135: Select Voter - Add Referendum Proponent Screen*

## Select Voter

On the **Select Voter – Add Referendum Proponent** screen:

- 1 Select a Referendum Proponent by clicking on the **Select** radio button to the left of the appropriate voter.
- 2 Click on the **Select** pushbutton.

The **Add / Update Proponent** screen is displayed.

**Add Referendum Proponent** CAPUSER / CAPE MAY

Petition Code 1001

**Add Referendum Proponent**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Primary Phone Secondary Phone

Mobile Phone Email

**Proponent's Mailing Address**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Save Reset Cancel

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Figure 136: Add/Update Proponent Screen

## Add the Proponent

On the **Add / Update Proponent** screen:

- 1 Optionally update the proponent Name Address, and Phone numbers.
- 2 Optionally enter a Business Address.
- 3 Click on the **Save** pushbutton.

The system returns to the **Referendum Proponents** screen, with the entered voter information populating the various fields.

## Update Proponent

On the **Referendum Proponents** screen:

- 1 Select the proponent you wish update by clicking on the Select radio button to the left of the appropriate name.
- 2 Click on the **Update Proponent** pushbutton.

The system displays the **Add / Update Proponent** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

## Delete Proponent

On the **Referendum Proponents** screen:

- 1 Select the proponent you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Proponent** pushbutton.

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton.

The Referendum Proponent is deleted from this petition.



## Module 7: Maintain Committee on Vacancies

Up to three members in the Committee on Vacancies can be assigned to a petition. To be a valid Committee Member, the person must be a registered voter.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Committee on Vacancies** pushbutton.

The **Committee On Vacancies** screen is displayed.

View Committee on Vacancies		CAPUSER / CAPE MAY	
Petition Code: 1001			
Committee on Vacancies			
Select	Voter Id	Name	Address
<input type="radio"/>	100000002	JOHN M TESTING	MAIN STREET MAIN STREET BERNARD ENCLAVE EMMETT 8613-8613
<div>Add Update Delete</div>			
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Figure 137: Committee On Vacancies Screen

## Add New Member

On the **Committee On Vacancies** screen:

- 1 Click on the **Add New Member** pushbutton.

The **Search Voter** screen is displayed.

## Enter Search Criteria

On the **Search Voter** screen:

- 1 Enter search criteria for the committee member. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton.

The **Select Voter – Add Committee on Vacancies** screen is displayed



Figure 138: Select Voter - Add Committee on Vacancies Screen

## Select the Committee Member

- 1 On the **Select Voter – Add Committee on Vacancies** screen:
- 2 Select the Committee Member by clicking on the **Select** radio button to the left of the appropriate voter.
- 3 Click on the **Select** pushbutton.

The **Add / Update Committee on Vacancies** screen is displayed.

**Add Committee on Vacancies** CAPUSER / CAPE MAY

Petition Code 1001

**Add Committee on Vacancies**

Office Sought Choice for President

**Member Information**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Primary Phone Secondary Phone

Mobile Phone Email

**Member's Mailing Address**

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Save Reset Cancel

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Figure 139: Add / Update Committee on Vacancies Screen

## Enter the Member Information

On the **Add / Update Committee on Vacancies** screen

- 1 Select the Office Sought by this Voter
- 2 Optionally update the proponent Name Address, and Phone numbers.
- 3 Optionally enter a Business Address.
- 4 Click on the **Save** pushbutton.

The system returns to the **Committee On Vacancies** screen, with the entered voter information populating the various fields.

## Update Committee Member

On the **Committee On Vacancies** screen:

- 1 Select the committee member you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Member** pushbutton.

The system displays the **Add / Update Committee on Vacancies** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

## Delete Committee Member

On the **Committee On Vacancies** screen:

- 1 Select the committee member you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Member** pushbutton.

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton

The Committee Member is deleted from this petition.

## Module 8: District Assignment

Voting Districts are assigned to specific petitions based on the type of petition it is. The assigning voting districts will control which voters are considered eligible to participate on a petition. Only voter records within the specified districts will be retrieved when recording signatures.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition to Assign Districts

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Assign Districts** pushbutton.

The **Assign Voting Districts to a County Petition** screen is displayed.

Note: Districts may not be assigned after a signature has been recorded on the petition.

Figure 140: Assign Voting Districts to a County Petition Screen

## Assign Voting Districts

On the **Assign Voting Districts to a County Petition** screen, The "Municipalities to Assign" list and "Assigned Municipalities" list are displayed side by side for district assignment:

- 1 Assign Municipalities by selecting a Municipality under the "Municipalities to Assign" list and clicking on the >> assignment pushbutton.
  - Hold down the CTRL key to select multiple Municipalities in the list.
  - Hold down the SHIFT key to select a range of Municipalities.
  - All>> and <<All moves all Municipalities from one list to the other.
- 2 Remove Municipalities by clicking on a Municipality under the "Assigned Municipalities" list and clicking on the << removal pushbutton.
  - Hold down the CTRL key to select multiple Municipalities in the list.
  - Hold down the SHIFT key to select a range of Municipalities.

- **All>>** and **<<All** moves all Municipalities from one list to the other.

Once the municipalities are chosen, the Wards and Districts for those Municipalities will appear in the “Ward + District to Assign” list. They will be in the format of *Ward-District*. If a Ward has no district, then “00” will be used in place of a district, such as “Trenton-00”.

- 1 Select the districts to assign to the petition by using the second set of **>>**, **<<**, **All>>**, and **<<All** pushbuttons as detailed above.
- 2 Click on the **Update** pushbutton.

The petition is updated with the Voting District assignment.

## Module 9: Add Signatures

After a petition has been added in the system, signatures may be added to the petition as accepted or rejected, prior to the Cut-off date. After the Cut-Off date, no changes may be made to the petition.

- The system keeps a tally of accepted and rejected signatures. The counts are generated by the system as signatures are accepted or rejected.
- Multiple voter records may be updated at one time for a petition. The selection checkbox must be clicked for each voter to be updated. The petition may be added to each voter's history record by selecting the status of "Accepted." The system will interpret this as a valid signature on the petition, and the "Total Accepted Signatures" tally displayed for the petition is incremented.
- A rejected signature may be added to the petition, and the system will increment the "Total Rejected Signatures" tally.
- A previously accepted signature may be removed from a petition for a particular voter, if it had been erroneously added, which will decrease the "Total Accepted Signatures" tally.

## Record Signatures

Selecting a petition and searching for voters allows a list of potential signers to be created for that petition based on the search criteria entered. The authorized user may then choose to view the voter's signature, and accept or reject signatures as needed.

### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

### Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the [Add Signatures](#) pushbutton.



The **Search Signers** screen is displayed.

Note: If the Petition has reached its Cut-off date, an error message is displayed and signatures cannot be added.

Search Signers		CAPUSER / CAPE MAY						
<b>Petition Information:</b>								
<b>Petition Code</b> 1001	<b>Petition Name</b> Sample Petition							
<b>Start Date:</b> 09/06/2005	<b>End Date:</b> 10/06/2005							
<b>Election Name &amp; Date</b> MUNICIPAL ELECTION 2005	<b>Election Cut-Off Date</b> 09/16/2005							
<b>Number of Required Signatures</b> 20	<b>Running Total of Accepted Signatures</b> 0							
<b>Running Total of Rejected Signatures</b> 0	<b>Running Total of Withdrawn Signatures</b> 0							
<b>Slogan</b> <input type="text" value="THIS IS A SAMPLE SLOGAN"/>	<b>Office Sought</b> Office							
<input checked="" type="radio"/> <b>Voter Name:</b> <table border="1"> <tr> <td><b>Last Name</b></td> <td><b>First Name</b></td> <td><b>Middle Name</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="radio"/> <b>Voter Address: District</b> <table border="1"> <tr> <td><b>Municipality</b></td> <td><b>Ward</b></td> <td><b>District</b></td> </tr> <tr> <td><input type="text" value="Avalon"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			<b>Municipality</b>	<b>Ward</b>	<b>District</b>	<input type="text" value="Avalon"/>	<input type="text"/>	<input type="text"/>
<b>Municipality</b>	<b>Ward</b>	<b>District</b>						
<input type="text" value="Avalon"/>	<input type="text"/>	<input type="text"/>						
<input type="radio"/> <b>Voter Address- Street</b> <table border="1"> <tr> <td><b>Municipality</b></td> <td><b>Street Number</b></td> <td><b>Street Name</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			<b>Municipality</b>	<b>Street Number</b>	<b>Street Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Municipality</b>	<b>Street Number</b>	<b>Street Name</b>						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
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Figure 141: Search Signers Screen

## Search for Voters

### Search by Voter Name

On the **Search Signers** screen:

- 1 Click on the **Voter Name** radio button.
- 2 Enter criteria to search for a specific voter or for a group of voters:
  - Last Name

- Last Name and First Name
  - First Name
  - First Name and Middle Name
  - Middle Name
  - Middle Name and Last Name
- 3 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

### Search by District

On the **Search Signers** screen:

- 1 Click on the [Voter Address - District](#) radio button.
- 2 Enter criteria to search for a specific voter or for a group of voters:
  - Municipality
  - Ward
  - District (Choose “00” if the ward has no districts)
- 3 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

### Search for Voters by Address

On the **Search Signers** screen:

- 1 Click on the [Voter Address - Street](#) radio button.
- 2 Enter the criteria by which to search for a specific voter or for a group of voters:
  - Select a city from the drop down list.
  - Enter a street name.
  - Optionally enter a street number.
- 3 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

---

Note: If searching by Address, the City and Street Name are required.

---

## Review Signatures

The scanned signature may be viewed on a voter's petition record for comparison to the signature on the petition.

### View the Voter's Signature

On the **Signers Search Result** screen:

- 1 Click on the [Voter Signature](#) link under the address of the desired voter.

The scanned signature from the Voter Registration Card is displayed in a pop-up window.

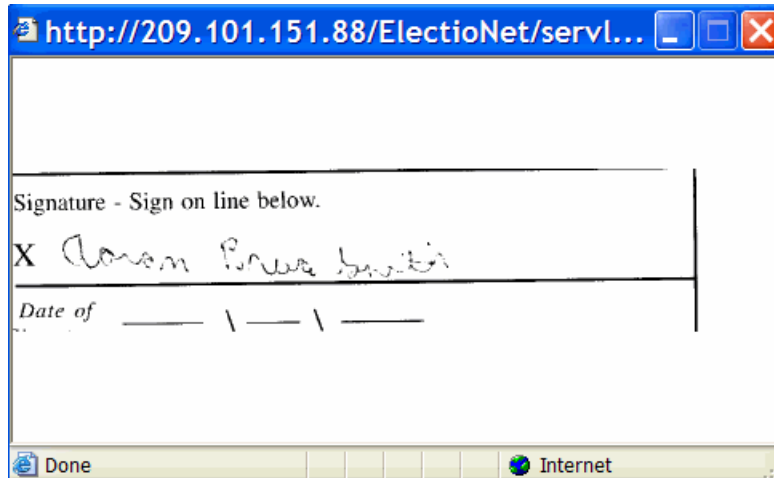


Figure 142: Signature Image Pop-Up Window

### Close the Scanned Image Window

On the scanned image pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes.

## Accept or Reject Signatures

### Accept Signatures

Voter signatures may be accepted for a petition. When signatures are accepted for a petition, the following occurs:

- A record for this petition is added to each voter record.
- The petition record is updated with the names of the voters.
- The names are highlighted in red on the **Signers Search Result** screen.
- The “Previous Status” is updated to “Accepted”.
- The “Running Total of Accepted Signatures” tally is incremented by the number of accepted signatures.

### Mark Signatures as Accepted

On the **Signers Search Result** screen:

- 1 Select a voter by clicking on the checkbox to the left of the record.
- 2 Enter the Date of the Signature.
- 3 Optionally enter the Page Number. (If no page number is available, leave as "0".)
- 4 Optionally enter the Sequence Number. (If no sequence number is available, leave as "0".)

5 Select the status of “Qualified”. Voter Signature Status drop-down choices are:

- Qualified
- Rejected
- Withdrawn
- Challenged

6 Click on the **Update** pushbutton.

The selected voter record(s) are updated in the system. A record for this petition is added to each voter record, with the status of "Qualified".

### Reject Signatures of Found Voters

Voter signatures may be rejected for the petition. When signatures are rejected for a petition, the following occurs:

- A record for this petition is added to each voter record, with the status of "Rejected".
- The petition record is updated with the names of the voters.
- The names are highlighted in red on the **Signers Search Result** screen.
- The “Previous Status” is updated to “Rejected”.
- The “Running Total of Rejected Signatures” tally is incremented by the number of rejected signatures.

### Mark Signatures as Rejected

On the **Signers Search Result** screen:

- 1 Select a voter by clicking on the checkbox to the left of the record.
- 2 Enter the Date of the Signature.
- 3 Enter the Page Number. (If no page number is available, leave as "0".)
- 4 Enter the Seq. Number. (If no sequence number is available, leave as "0".)
- 5 Select the status of “Rejected”. Voter Signature Status drop-down choices are:
  - Qualified
  - Rejected
  - Withdrawn
  - Challenged
- 6 Select the appropriate reason for rejection from the Reject Reason drop-down box.
- 7 Click on the **Update** pushbutton.

The selected voter record(s) are updated in the system. A record for this petition is added to each voter record, with the status of "Rejected".

## Reject Signature Due to Voter Not Found

A voter who is not in the system may be added as a rejected signer. These voters are held internally in a separate table. When a rejected signer is added, the following occurs:

- The petition record is updated with the names of the voters.
- The “Running Total of Rejected Signatures” tally is incremented by the number of rejected signatures.

### Add the Rejected Record

On the **Signers Search Result** screen:

- 1 Click on the **Voter Not Found** pushbutton.

The **Add Rejected Signer** screen is displayed in a pop-up window, with the Petition Code displayed.



Figure 143: Add Rejected Signer Screen

### Enter Information on Rejected Signer

On the **Add Rejected Signer** screen:

- 1 Enter the First Name.
- 2 Optionally enter the Middle Name.
- 3 Enter the Last Name.
- 4 Enter the Page No. (If no page number is available, enter "0".)
- 5 Enter the Seq. No. (If no sequence number is available, enter "0".)
- 6 Enter the Signed Date. The Status defaults to "Rejected". The Reject Reason defaults to "Not a Registered Voter".
- 7 Click on the **Add Signer** pushbutton.

You are returned to the **Signers Search Result** screen.

## Withdraw a Recorded Signature

A previously accepted Voter's signature should be withdrawn only if the voter was marked in the system in error as signing the petition. When signatures are withdrawn for a petition, the following occurs:

- A record for this petition is added to each voter record, with the status of "Withdrawn".
- The petition record is updated with the names of the voters.
- The "Running Total of Accepted Signatures" tally is decreased by the number of deleted signatures.
- If a signature has been flagged as "Withdrawn", it may later be changed to "Accepted" or "Rejected".

---

Note: No changes or withdraws can be made to the petition once the Lock-Down date has been reached.

---

## Search for a Voter

Select a petition and search for a voter.

## Delete the Signature

On the **Signers Search Result** screen:

- 1 Select a voter who has been added to the petition as Accepted by clicking on the checkbox to the left of the record.
- 2 Select the status of "Withdrawn".
- 3 Optionally enter a comment in the Memo field.
- 4 Click on the **Update** pushbutton.

The voter record is updated in the system. A record for this petition is added to the voter record, with the status of "Withdrawn".

---

Note: The "Running Total of Accepted Signatures" tally is decreased by one.

---

# **Chapter 12**

## **Poll Worker**





## CHAPTER 12

# Poll Worker

The Poll Worker process allows a user to add and maintain information on Poll Workers. Poll Worker information may be created and maintained. The following may be added as Poll Workers:

- Registered voters
- Non-registered voters including 17-year-old applicants

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# Module 1: Add a Registered Voter as a Poll Worker

## Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Add Poll Worker**.

The **Search – Add Poll Worker** screen is displayed.

Figure 144: Search - Add Poll Workers Screen

## Search for a Voter

### Conduct a Search

On the **Search - Add Poll Worker** screen:

- 1 Enter one of the following search criteria options:

- Last Name (partial last name is allowed)
- Last Name and First Name (partial last name is allowed)
- Voter ID
- Last name, first name, Home Municipality + Street Name
- Home District

2 Click on the **Select** pushbutton

If a match is found, the **Select - Add/Maintain Poll Worker** screen is displayed with a list of registered voters and Poll Workers. If no matches are found, a message of "No Voters Found" is displayed.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>	Inactive	BEAKY	ROBERT	J		05/03/1954	255 SEABREEZE CT, Unit D 102, North Wildwood, NJ	008028666			Unaffiliated
<input type="radio"/>		BEECH	EDITH	KATHLEEN		08/12/1930	251 SEABREEZE CT, North Wildwood, NJ	008062396			Democratic*
<input type="radio"/>		BEECH	STUART			06/18/1930	251 SEABREEZE CT, North Wildwood, NJ	008028567			Democratic*
<input type="radio"/>	Inactive	CACCI	MARGARET	C		10/15/1943	252 SEABREEZE CT, North Wildwood, NJ	008059503			Republican*
<input type="radio"/>	Inactive	CACCI	RALPH	A		08/21/1940	258 SEABREEZE CT, Unit B, North Wildwood, NJ	008046809			Republican*
<input type="radio"/>		DE ANGELIS	CELESTE			06/19/1956	106 SEABREEZE CT, North Wildwood, NJ	008065064			Unaffiliated
<input type="radio"/>		DE ANGELIS	LOU	C		09/08/1986	106 SEABREEZE CT, North Wildwood, NJ	008041063			Unaffiliated
<input type="radio"/>		DE ANGELIS	PETER			09/01/1948	106 SEABREEZE CT, North Wildwood, NJ	008004268			Democratic*
<input type="radio"/>		DE CARO	DONNA	M		05/14/1962	255 SEABREEZE CT, Unit D 102, North Wildwood, NJ	008052438			Unaffiliated
<input type="radio"/>		DONATO	FRANK		JR	05/20/1943	245 SEABREEZE CT, North Wildwood, NJ	008048293			Republican*

1 2 3  
Go  
Next 10  
Select Add Non Registered Voters Previous  
Note: If status is blank, that implies the voter status is Active.  
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Figure 145: Select - Add/Maintain Poll Worker Screen

## Select a Voter

On the **Select - Add/Maintain Poll Worker** screen:

- 1 Click on the radio button next to the record to select a voter from the list of matching entries.
- 2 Click on the **Select** pushbutton.

- 3 If the Poll Worker is not a non-registered voter, click on the [Add New Poll Worker](#) pushbutton.

The **Poll Worker** screen for that person is displayed.

The screenshot shows the 'Poll Worker' screen with a purple header bar containing the title 'Poll Worker' and the text 'CAPUSER / CAPE MAY'. The form is organized into several sections:

- Poll Worker Information:** Includes fields for Home Municipality, Home Ward, Home District, First Name, Middle Name, Last Name, and Suffix.
- Residence Address:** Includes fields for Municipality, Search Street Name (with a Search button), Street No., Suff A, Suff B, Street Name, Apt/Unit no., Address 2, Address 3, State, and Zip Code.
- Personal Information:** Includes Date Of Birth, Voter ID, Voter Registration Status, Status Reason, Party Affiliation, E-Mail, Primary Phone No., Secondary Phone No., and Cell Phone No.
- Mailing Address:** Includes fields for Street No., Suff A, Suff B, Street Name, Apt/Unit No., Address 2, Address 3, Municipality, State, and Zip Code.
- Miscellaneous Poll Worker Details:** Includes dropdown menus for Work Municipality, Work Ward, and Work District; Election Date -- Name and Election Type (with a Bi-lingual checkbox); Poll Worker Type (with a dropdown); Serving Status (Active dropdown); Shift Availability (ANY dropdown); Training (Yes dropdown); Training Date; Training Type; Position; Maintain Payment; Other Payment; Hours Worked; Stipend; Mileage; Worker ID; SSN; and Memo.

At the bottom of the form are 'Save' and 'Reset' buttons. A copyright notice at the very bottom reads: '©2004 - 2005 PCC Technology Group. All rights reserved.'

Figure 146: Poll Worker Screen

## Enter Poll Worker Information

On the **Add Poll Worker** screen:

- 1 The following is displayed when a registered voter is added as a Poll Worker.
  - Home Municipality
  - Home Ward
  - Home District
  - First Name

- Middle Name
- Last Name
- Suffix
- Date of Birth
- Residence Address
- Party Affiliation
- Voter ID
- Voter Registration Status
- Status Reason
- Primary Phone No. (will be displayed only if present in Voter Registration)
- Secondary Phone No. (Data entry field)
- Cell Phone No. (Data entry field)
- Mailing Address (if present, otherwise a mailing address may be entered. This will not update the Voter Registration screen).

2 The following data entry fields are displayed:

- Select a Work Municipality.
- Select a Work Ward.
- Select a Work District.
- Select an Election Type.
- Select whether Bi-Lingual.
- Select a Poll Worker Type (values to be provided by the State)
- Select a Serving Status. (Values are Active or Inactive).
- Select the Shift Availability.
- Select whether the Poll Worker has received training (Values: Yes/No).
- Enter Training Date (the latest date training was received).
- Select the Training Type.
- Select an Election Date-Name.
- Select a Position (values to be provided by the State).
- Select the Maintain Payment choice (This field refers to the standard rate of the Poll Worker).
- Enter the Hours Worked.
- Enter a Stipend.
- Enter the Mileage.
- Enter the Other Payment Amount.
- Enter the SSN (Full 9 digits).
- Worker ID
- Optionally enter any notes on the Poll Worker in the Memo field.

3 Select the Election Type from the drop-down list. Choices are:

- All (Default)
- Primary
- General
- Municipal
- Special
- School Elections Annual
- School Elections Special

4 Click on the **Save** pushbutton.

A confirmation message is displayed in the **Poll Worker Confirmation** screen and a Worker ID is assigned to the voter.

## Module 2: Add a Non-Registered Voter as a Poll Worker

### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Poll Worker**.
- 3 Select **Add Poll Worker**.

The **Search – Add Poll Worker** screen is displayed.

### Search for a Voter

#### Conduct a Search

On the **Search - Add Poll Worker** screen:

- 1 Enter one of the following search criteria options:
  - Last Name (partial last name is allowed)
  - Last Name and First Name (partial last name is allowed)
  - Voter ID
  - Last name, First Name, Home Municipality + Street Name
  - Home District
- 2 Click on the [Search](#) pushbutton.
- 3 If no matches are found, a message of "No Voters Found" is displayed.
- 4 Click on the [Add New Poll Worker](#) pushbutton.

The **Poll Worker** screen for that person is displayed.

### Enter Poll Worker Information

On the **Add Poll Worker** screen

- 1 The following fields are available for data entry:
  - Home Municipality
  - Home Ward
  - Home District
  - First Name
  - Middle Name
  - Last Name

- Suffix
- Date of Birth
- Residence Address
- Party Affiliation
- Voter ID
- Voter Registration Status
- Status Reason
- Primary Phone No.
- Secondary Phone No.
- Cell Phone No.
- Mailing Address

**2** The following fields are available for data entry:

- Select a Work Municipality.
- Select a Work Ward.
- Select a Work District.
- Select an Election Type.
- Select whether Bi-Lingual.
- Select a Poll Worker Type (values to be provided by the State)
- Select a Serving Status. (Values are Active or Inactive).
- Select the Shift Availability.
- Select whether the Poll Worker has received training (Values: Yes/No).
- Enter Training Date (the latest date training was received).
- Select the Training Type.
- Select a Election Date-Name.
- Select a Position (values to be provided by the State).
- Select the Maintain Payment choice (This field refers to the standard rate of the Poll Worker).
- Enter the Hours Worked.
- Enter a Stipend.
- Enter the Mileage.
- Enter the Other Payment Amount.
- Enter the SSN (Full 9 digits).
- Worker ID
- Optionally enter any notes on the Poll Worker in the Memo field.



- 3 Select the Election Type from the drop-down list. Choices are:
  - All (Default)
  - Primary
  - General
  - Municipal
  - Special
  - School Elections Annual
  - School Elections Special
  - Optionally enter any notes on the Poll Worker in Memo Box.
- 4 Click on the **Save** pushbutton.

A confirmation message is displayed in the **Poll Worker Confirmation** screen. The person is added as a Poll Worker and a Worker ID is assigned.

## Module 3: Maintain Poll Worker Information

This activity allows a user to modify Poll Worker information.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Add Poll Worker**.

The **Search – Add Poll Worker** screen is displayed.

### Search for and Select a Poll Worker

- 1 See Search for a Voter to search for a Poll Worker.
- 2 Select an existing Poll Worker.

The **Poll Worker** screen is displayed with the data entered from Add a Poll Worker.

### Update the Poll Worker

On the **Poll Worker** screen:

- 1 Update information as necessary.
- 2 Click on the **Save** pushbutton.

A confirmation message is displayed and the Poll Worker information is updated.

---

Note: Any update made here does not affect the voter's registration record.

---

## Module 4: Delete a Poll Worker

This activity allows a user to delete a Poll Worker.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Add Poll Worker**.

The **Search – Add Poll Worker** screen is displayed.

### Search for and Select a Poll Worker

- 1 See Search for a Voter to search for a Poll Worker.
- 2 Select an existing Poll Worker.
- 3 Click on the **Delete** pushbutton.

A delete verification pop-up window is displayed.

### Confirm the Deletion

On the **Delete Verification** pop-up window:

- 1 Click **OK** to confirm the deletion.

The database is updated with the deletion and a confirmation message is displayed.

## Module 5: Assign Poll Worker

This activity allows a user to assign the Poll Worker(s) to a particular election

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Assign Poll Worker**.

The **Assign Poll Workers** screen is displayed.

The screenshot shows the 'Assign Poll Workers' screen with the following fields and controls:

- Municipality:** Drop-down menu.
- Ward:** Drop-down menu (currently 'Blank').
- District:** Drop-down menu (currently 'Blank').
- Poling Place Name:** Text input field.
- Current Election Date and Name:** Drop-down menu.
- Previous Election Date and Name:** Check box and drop-down menu.
- Current Election Type:** Text input field.
- Current Election Category:** Text input field.
- Language:** Drop-down menu (currently 'Blank').
- Include 1st time Poll Worker:** Check box (checked).
- Party:** Drop-down menu.
- No of Poll workers required at the Polling Place in the selected district:** Text input field.
- Selected Language:** Text input field.
- Selected Party:** Text input field.
- Total Needed:** Text input field.
- # of Democrats Assigned:** Text input field.
- # of Republicans Assigned:** Text input field.
- Poll Worker(s) assigned in the previous election:** Multi-select list.
- Poll Worker(s) Assigned to the Current Election:** Multi-select list.
- Navigation buttons:** ALL>>, >>, <<, <<ALL, Reset, Update.

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Figure 147: Assign Poll Workers Screen

### Assign the Poll Worker

On the **Assign Poll Workers** screen:

- 1 Select a Municipality from the drop-down list.
- 2 Select a Ward (if the selected Municipality has Wards) and a District from the drop-down list.

- 3 If the checkbox “Previous Election Date and Name” is checked, the drop-down list of Previous Election Date-Name is enabled
- 4 The Current Election Type and Category is displayed on selecting the “Current Election Date and Name”.
- 5 If the “Include 1st time Poll Worker” is checked, all of the Poll Workers who are registered and have not participated in any previous election will be included in the ‘Poll Worker(s) assigned to the Previous Election’ choices.
- 6 Include 1st time poll workers should not be enabled if Previous Election is not selected.
- 7 Select a Language. Choices are:
  - English
  - English and Spanish
- 8 If English and Spanish is selected, all the Poll Workers for whom “Bilingual” is checked are displayed. The letters “BL” are always displayed for people who are bilingual.
- 9 Select a Party from the drop-down list. Choices are:
  - Democratic
  - Republican
  - Blank (default).
- 10 Based on the Party selection, Poll Workers of the corresponding Party are displayed in the selected Municipality/Ward/District. If no selection is made for the Party, then the multi-select list has the list of all Poll Workers in the selected Municipality/Ward/District sorted by Last Name.
- 11 Each Poll Worker record on the multi-select list has the following format:  
<Bilingual><Party><Poll Worker Name>.
- 12 When selecting the Language from the drop-down list, the number of bilingual Poll Workers needed for the election is displayed. A warning message is displayed if the maximum number is exceeded.
- 13 When selecting the Party from the drop-down list, the number of Poll Workers needed from the selected Party for the election is displayed. A warning message is displayed if the maximum number is exceeded.
- 14 Once a Poll Worker is assigned to a specific election, the Poll Worker is removed from the available Poll Worker pool for that entire election.
- 15 The Poll Workers displayed will belong to the selected Party and selected Language.
- 16 If a Poll Worker was assigned to the selected District in the past then they could be assigned to that District.
- 17 The Poll Workers that are in the selected Municipality / Ward / District would be applicable.
- 18 If Previous Election Date-Name is not selected, the system will display all the Poll Workers present depending on the Language and Party selected (the Poll Workers already assigned to the selected election will be excluded).

## Module 6: Maintain Rates/Positions

This activity allows a user to maintain information about Poll Worker Rates and Positions

### Add New Rate/Position

#### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Rates/Position**.

The **Poll Worker Rates/Position** screen is displayed with a list of all existing Positions.



	Position Id	Rate Amt	Description
	01	5700.0	DESC3

**Add** **Modify** **Delete**

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Figure 148: Poll Worker Rates/Position Screen

### Add a Rate/Position

On the **Poll Worker Rates/Position** screen:

- 1 Click on the **Add** pushbutton.

The **Add Rates/Position** screen is displayed.



Figure 149: Add Rates/Position Screen

## Enter Rate/Position Information

On the **Maintain Rates/Position** screen:

- 1 Enter a Position ID.
- 2 Enter a Rate.
- 3 Enter a Description for the position.
- 4 Click on the **Save** pushbutton.

A confirmation message is displayed and the Rate/Position is added.

## Maintain an Existing Rate/Position

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Rates/Positions**.

The **Poll Worker Rates/Positions** screen is displayed with a list of all existing positions for the county of the authorized user.

## Select a Rate/Position

On the **Poll Worker Rates/Position** screen:

- 1 Click the radio button next to the position to be modified.
- 2 Click on the **Modify** pushbutton.

The **Maintain Rates/Position** screen is displayed.

Figure 150: Maintain Rates/Position Screen

## Update Rate/Position Information

On the **Maintain Rates/Position** screen:

- 1 Position ID cannot be edited.
- 2 Optionally update the Rate Amount.
- 3 Optionally update the Description.
- 4 Click on the **Save** pushbutton.

A confirmation message is displayed and the record is updated.



## Module 7: Add a Challenger

The Challenger process allows a user to add and maintain information on a Challenger.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker**.
- 3 Select **Add Challenger**.

The **Search - Challenger** screen is displayed.

**Search - Challenger** CAPUSER / CAPE MAY

**Voter Identifiers:**

Voter ID	NJ Driver's License/State ID	Legacy ID	Archived Legacy ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Voter Name:**

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date of Birth**

-  -

**Street Address Search :**

Municipality	Zip	Search Street Name	Street Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Street Search"/>

Figure 151: Search - Challenger Screen

### Search for a Challenger

- 1 Enter one of the following search criteria options:
  - Last Name (partial last name is allowed)
  - Last Name and First Name
  - Voter ID (If available)
  - Last name, First Name, Municipality + Street Name
- 2 Click on the **Search** pushbutton.

The **Select - Add Challenger** screen is displayed.

Select Voter - Add Challenger												CAPUSER /	
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	
<input type="checkbox"/>		AARONSON	HOWARD	A	JR	04/18/1935	124 E SPRUCE AVE, Unit 241, North Wildwood, NJ	CAPE MAY	008016753				
<input type="checkbox"/>	Inactive	AARONSON	JOAN ANDREA			12/21/1973	109 ALLEN DR, Unit A, North Wildwood, NJ	CAPE MAY	008053232				
<input type="checkbox"/>		ABATE	DAN		JR	02/17/1945	221 E 23RD AVE, North Wildwood, NJ	CAPE MAY	008010009				
<input type="checkbox"/>		ABBATIello	LOUIS	J		01/22/1949	1803 NEW YORK AVE, North Wildwood, NJ	CAPE MAY	008006790				
<input type="checkbox"/>		ABBOTT	CHRISTOPHER	JAMES		05/21/1975	101 E 20TH AVE, North Wildwood, NJ	CAPE MAY	008027617				
<input type="checkbox"/>		ABBOTT	ELEANOR	C		03/07/1946	219 W 26TH AVE, Unit 1ST FL, North Wildwood, NJ	CAPE MAY	008031663				
<input type="checkbox"/>		ABBOTT	JAMES	M		10/03/1952	101 E 20TH AVE, North Wildwood, NJ	CAPE MAY	008024074				
<input type="checkbox"/>	Rejected	ABBOTT	MARK	R		02/09/1983	101 E 20TH AVE, North Wildwood, NJ	CAPE MAY	008010321				
<input type="checkbox"/>		ABBOTT	RAYMOND	M		03/14/1971	221 W 26TH AVE, North Wildwood, NJ	CAPE MAY	008050902				
<input type="checkbox"/>		ABBOTT	RITA	PI		11/17/1953	101 E 20TH AVE, North Wildwood, NJ	CAPE MAY	008049120				

1 2 3 4 5 6 7 8 9 10 >>
 

Go

Next 10

Select

Previous

Note: If status is blank, that implies the voter status is Active  
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Figure 152: Select - Add Challenger Screen

## Select the Challenger

On the **Select – Add Challenger** screen:

- 1 The following fields are displayed for each record matching the search criteria:
  - Status
  - Last Name
  - First Name
  - Middle Name
  - Suffix
  - Date of Birth
  - Residence Address
  - Voter ID
  - Party
- 2 Click on the radio button next to the Challenger record.
- 3 Click on **Select**.

The **Add Challenger** screen is displayed.

Add Challenger		CAPUSER / CAPE MAY
<b>Challenger Information</b>		
District Assignment: <input type="checkbox"/> At Large		
Municipality Avalon Cape May Cape May Point Dennis	Ward Avalon-00 Cape May-00 Cape May-02 Cape May-03	District Avalon-00-02 Avalon-00-03 Avalon-00-01 Avalon-00-02
First Name : HOWARD	Middle Name : A	Last Name : AARONSON Suffix : JR
Date of Birth : 04- 18- 1935	Voter ID : 008016753	
Voter Registration Status : Active	Status Reason :	
Party Affiliation : Unaffiliated		
Residence Address :		
Street No : 124	Street Name : E SPRUCE AVE	Unit : 241
Address Line 2 :		
Address Line 3 :		
City : North Wildwood	State : NJ	Zip Code : 08260
Primary Phone No : <input type="text"/>		
Secondary Phone No : <input type="text"/>		
Mobile Phone No : <input type="text"/>	E-mail : <input type="text"/>	
<b>Mailing Address:</b>		
Street No: <input type="text"/>	Street Name : <input type="text"/>	Unit : <input type="text"/>
Address Line 2 : <input type="text"/>		
Address Line 3 : <input type="text"/>		
City : <input type="text"/>	State : <input type="text"/>	Zip Code : <input type="text"/>
<input type="button" value="CLEAR"/>		
<b>Miscellaneous Challenger Details</b>		
Election Date and Name <input type="text"/>	Election Type <input type="text"/>	Election Code <input type="text"/>
Appointed by Type <input type="text"/>		
First Name : <input type="text"/>	Middle Name : <input type="text"/>	Last Name : <input type="text"/>
Suffix : <input type="text"/>		
Primary Phone No <input type="text"/>	Secondary Phone No <input type="text"/>	
Street No : <input type="text"/>	Street Name : <input type="text"/>	Unit : <input type="text"/>
Address Line 2 : <input type="text"/>		
Address Line 3 : <input type="text"/>		
City : <input type="text"/>	State : <input type="text"/>	Zip Code : <input type="text"/>
Question-Proponent/Opponent <input type="text"/>		
Question <input type="text"/>	Proponent/Opponent <input type="text"/>	
<input type="button" value="ADD"/>	<input type="button" value="DELETE"/>	<input type="button" value="UPDATE"/>
Memo <input type="text"/>		
<input type="button" value="Save"/>	<input type="button" value="Reset"/>	<input type="button" value="Print At Large Certificate"/>
<input type="button" value="Print Certificate"/>		

Figure 153: Add Challenger Screen

## Add the Challenger Information

On the **Add Challenger** screen:

- 1 The system displays the following when the user adds a registered voter as a Challenger:
  - First Name
  - Middle Name
  - Last Name
  - Suffix
  - Date of Birth
  - Residence Address
  - Party Affiliation
  - Voter ID
  - Voter Registration Status
  - Status Reason
  - Primary Phone No.
  - Secondary Phone No.
  - Cell Phone No.
  - E-mail
  - Election Type-displayed upon choosing the 'Election Date and Name'
  - Mailing address is displayed if present but is editable
- 2 The system displays the following data entry fields:
  - At Large
  - Municipality
  - Ward
  - District
  - Election Date and Name
  - Appointed by Type (Values are: Candidate, County Chair, Municipal Chair)
  - Proponent/Opponent
  - Memo
  - Election Code is a free form field
- 3 District Assignment-
  - If the "At Large" check box is checked then the challenger is assigned to all the Municipalities in the user logged in County.
  - If unchecked then the user can choose the "Municipalities" from the Multi-select
- 4 Any Challenger information can be modified before the election date. After the election date, the information is non-editable

- 5 On clicking the **Save** button, a warning message is displayed if the person is an assigned Poll Worker: "This person is an assigned Poll Worker. If you would like to assign this person as a challenger, remove this person as a Poll Worker first."
- 6 When a challenger is to be assigned to more than one location, select a Municipality, then a Ward and then select the District from the multi-select select. This combination would then be displayed under Selected Municipality / Ward /District. The user can add multiple combinations of Municipality, Ward and District if needed.

## Module 8: Maintain a Challenger

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Poll Worker** Menu.
- 3 Select **Maintain Challenger**.

The **Search - Challenger** screen is displayed.

**Search - Challenger** CAPUSER / CAPE MAY

**Voter Identifiers:**

Voter ID	NJ Driver's License/State ID	Legacy ID	Archived Legacy ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Voter Name:**

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date of Birth**

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
----------------------	---	----------------------	---	----------------------

**Street Address Search :**

Municipality	Zip	Search Street Name	Street Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Street Search"/>

Figure 154: Search - Challenger Screen

### Search for a Challenger

On the **Search – Challenger** screen:

- 1 Enter one of the following search criteria options:
  - Last Name (partial last name is allowed)
  - Last Name and First Name
  - Voter ID ( If available)
  - Last name, First Name, Municipality + Street Name
  - Election Date-Name
- 2 Click on the **Search** pushbutton.

The **Select - Maintain Challenger** screen is displayed.



Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliation
<input type="radio"/>		AARONSON	HOWARD	A	JR	04/18/1935	124 E SPRUCE AVE, Unit 241, North Wildwood, NJ	CAPE MAY	008016753				Unaffiliated

1

Go

Select Previous

Note: If status is blank, that implies the voter status is Active

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Figure 155: Select - Maintain Challenger Screen

## Select the Challenger

On the **Select – Maintain Challenger** screen:

- 1 The following fields are displayed for each record matching the search criteria:
  - Status
  - Last Name
  - First Name
  - Middle Name
  - Suffix
  - Date of Birth
  - Residence Address
  - Voter ID
  - Party
- 2 Click on the radio button next to the Challenger record.
- 3 Click on the **Select** pushbutton.



The **Maintain Challenger** screen is displayed.

Maintain Challenger		CAPUSER / CAPE MAY
<b>Challenger Information</b>		
District Assignment: <input type="checkbox"/> At Large		
Municipality Avalon Cape May Cape May Point Dennis	Ward Avalon-00 Cape May-00 Cape May-02 Cape May-03	District Avalon-00-02 Avalon-00-03 Avalon-00-01 Avalon-00-02
First Name : HOWARD	Middle Name : A	Last Name : AARONSON Suffix : JR
Date of Birth : 04- 18- 1935	Voter ID : 008016753	
Voter Registration Status : Active	Status Reason	
Party Affiliation : Unaffiliated		
Residence Address :		
Street No : 124	Street Name : E SPRUCE AVE	Unit : 241
Address Line 2 :		
Address Line 3 :		
City : North Wildwood	State : NJ	Zip Code : 08260
Primary Phone No : <input type="text"/>		
Secondary Phone No : <input type="text"/>		
Mobile Phone No : <input type="text"/>	E-mail : <input type="text"/>	
<b>Mailing Address:</b>		
Street No : <input type="text"/>	Street Name : <input type="text"/>	Unit : <input type="text"/>
Address Line 2 : <input type="text"/>		
Address Line 3 : <input type="text"/>		
City : <input type="text"/>	State : <input type="text"/>	Zip Code : <input type="text"/>
<input type="button" value="CLEAR"/>		
<b>Miscellaneous Challenger Details</b>		
Election Date and Name	Election Type	Election Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Appointed by Type		
<input type="text"/>		
First Name :	Middle Name :	Last Name : Suffix :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phone No	Secondary Phone No	
<input type="text"/>	<input type="text"/>	
Street No : <input type="text"/>	Street Name : <input type="text"/>	Unit : <input type="text"/>
Address Line 2 : <input type="text"/>		
Address Line 3 : <input type="text"/>		
City : <input type="text"/>	State : <input type="text"/>	Zip Code : <input type="text"/>
Question-Proponent/Opponent		
<input type="text"/>		
Question	Proponent/Opponent	
<input type="text"/>	<input type="text"/>	
<input type="button" value="ADD"/>	<input type="button" value="DELETE"/>	<input type="button" value="UPDATE"/>
Memo <input type="text"/>		
<input type="button" value="Save"/>	<input type="button" value="Reset"/>	<input type="button" value="Print At Large Certificate"/>
<input type="button" value="Print Certificate"/>		

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Figure 156: Maintain Challenger Screen

## Update the Challenger Information

On the **Maintain Challenger** screen:

- 1 The fields may be updated as listed in Add a Challenger.

## Module 9: View Challenger History

The View Challenger History process allows a user to view a voter's Challenger History.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select the **Poll Worker** Menu.
- 3 Select **View - Challenger**.

The **Search - Challenger** screen is displayed..

The screenshot shows the 'Search - Challenger' interface. It features a purple header bar with the title 'Search - Challenger' and a sub-header 'CAPUSER / CAPE MAY'. The main content area is light purple and contains several input fields and buttons. Under 'Voter Identifiers', there are four input boxes for 'Voter ID', 'NJ Driver's License/State ID', 'Legacy ID', and 'Archived Legacy ID'. Below this is the 'Voter Name' section with three input boxes for 'Last Name', 'First Name', and 'Middle Name'. The 'Date of Birth' section has three input boxes for month, day, and year. The 'Street Address Search' section includes a dropdown for 'Municipality', input boxes for 'Zip' and 'Search Street Name', and a 'Street Search' button. At the bottom of the form are two buttons: 'County Search' and 'Reset'.

Figure 157: Search - Challenger Screen

### Search for a Challenger

On the **Search – View Challenger History** screen:

- 1 Enter one of the following search criteria options:
  - Last Name (partial last name is allowed)
  - Last Name and First Name
  - Voter ID ( If available)
  - Last name, First Name, Municipality + Street Name
- 2 Click on the **Search** pushbutton.

The **Select - Maintain Challenger** screen is displayed.

Select Voter - Maintain Challenger													CAPUSER / CAPE MA	
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	County	Voter Id	Mil/Overseas Status	Deleted Reason	Deleted Date	Party Affiliati	
<input type="checkbox"/>		AARONSON	HOWARD	A	JR	04/18/1935	124 E SPRUCE AVE, Unit 241, North Wildwood, NJ	CAPE MAY	008016753				Unaffilia	

1

Note: If status is blank, that implies the voter status is Active

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Figure 158: Select - Maintain Challenger Screen

## Select the Challenger

On the **Select – Maintain Challenger** screen:

Search - Challenger				CAPUSER / CAPE MAY	
<b>Voter Identifiers:</b>					
Voter ID	NJ Driver's License/State ID	Legacy ID	Archived	Legacy ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Voter Name:</b>					
Last Name	First Name	Middle Name			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Date of Birth</b>					
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
<b>Street Address Search :</b>					
Municipality	Zip	Search Street Name			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Street Search"/>		
<input type="button" value="County Search"/> <input type="button" value="Reset"/>					

Figure 159: Search - Challenger Screen

## Select a Challenger

On the **Select Voter** screen:

- 1 The following is displayed for each record matching the search criteria:
  - Status
  - Last Name
  - First Name
  - Middle Name
  - Suffix
  - Date of Birth
  - Residence Address
  - Voter ID
  - Party
- 2 Choose the Challenger record and click on [Select](#).

The **View Challenger History** screen is displayed.



Figure 160: View Challenger History Screen

## View the History

On the **View Challenger History** screen:

- 1 The system displays the following for each record matching the search criteria:
  - Challenger's Name
  - Voter ID
  - Status
  - Residence Address
  - Election Date & Name
  - Appointed by Type
  - Appointed by
  - Party
  - District Assigned

## Module 10: Maintain Count of Poll Workers

The following functionality maintains a count of Poll Workers.

### Select a Municipality/Ward

On the **Maintain Count of Poll Workers** screen:

- 1 Select a Municipality and a Ward.
- 2 The **Districts – Maintain Count of Poll Workers** screen is displayed.



Figure 161: Districts - Maintain Count of Poll Workers Screen

### View the Count

On the **Districts – Maintain Count of Poll Workers** screen:

- 1 Municipality and Ward selected on the previous page are displayed on this screen and user can change it
- 2 The Districts associated with the selected Municipality and selected Ward are displayed.
- 3 If the count of Poll Workers has been assigned to a District, it is displayed.
- 4 A District may be selected to modify existing information or enter new information



Figure 162: Maintain Court Screen

## Enter the Count

On the **Maintain Count** screen:

- 1 The selected Municipality, Ward, District are displayed.
- 2 Select a Party and a Language from the drop-down list.
- 3 Enter a count.
- 4 Click on [Save & Continue](#) to continue with the selected District.
- 5 Click on [Save & Exit](#) to select another District.



# **Chapter 13**

## **Polling Place**



CHAPTER 13

Polling Place

The Polling Place module allows you to maintain information on the polling places within your Municipality, as well as assign various polling places within a precinct or voting District.

In This Chapter

Module 1: Add Polling Place	284
Module 2: Maintain Polling Place	288
Module 3: Maintain Polling Place Inventory	292
Module 4: Assign Polling Place to Election	296

## Module 1: Add Polling Place

An authorized user may add Polling Places for the Municipality.

- Polling Places can service more than one Ward/precinct.
- A particular Municipality/Ward/District combination can only have one polling place.
- A Polling place that has a Ward/precinct assigned to it cannot be deleted.
- The system will print the associated Polling Place and voting District information on relevant notices and cards.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Polling Place**.
- 3 Select **Add Polling Place**.

The **Add Polling Place** screen is displayed.

Add Polling Place			VC01 / CAPE MAY	
<b>Polling Place Information</b>				
Name:				Room No
Description:				
Bilingual	Name		Room No	
<input type="checkbox"/>				
Street Name	Address Line2		Memo	
<b>Address</b>				
Municipality	Zip	Search Street		
AVALON		<input type="text"/> <input type="button" value="Search"/>		
Street No	Street Name		Address Line2	
State	Zip Code		Ward	District
Primary Phone	Secondary Phone		Mobile Phone	
Fax Number				
<b>ADA Address</b>				
Street No	Street Name		Address Line2	
Municipality	State		Zip	
<b>Miscellaneous Polling Place Details</b>				
Status	Classification		ADA Compliant Default Poll Place	
			<input type="checkbox"/> <input checked="" type="checkbox"/>	
Frequency	Rent	Hrs. Operation	Tax ID	Voting Equipment Available
	0			
<b>Owner 1</b>				
First Name		Last Name		
Company		Contact History		
<b>Owner 2</b>				
First Name		Last Name		
Company		Contact History		
<b>Business Address:</b>				
Street No	Street Name		Address Line2	
Municipality	State	Zip Code	Country	
Primary Phone	Secondary Phone		Mobile Phone	
Fax Number	Email Id			
<b>Mailing Address:</b> <input type="checkbox"/> Copy From Business Address				
Street No	Street Name		Address Line 2	
Municipality	State	Zip Code	Country	
		<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Previous"/>		

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Figure 163: Add Polling Place Screen

## Enter Polling Place Information

On the **Add Polling Place** screen:

- 1 Enter the Polling Place Name.
- 2 Optionally Enter a Description and/or Room Number
- 3 If this is a Bilingual Polling Place, check the Bilingual checkbox and enter the Bilingual Name. Optionally enter a bilingual street address and memo.
- 4 Enter the Polling Place Address:
  - Street Number
  - Street Name
  - Enter a partial name in the text box and press the [Search](#) pushbutton next to the same to search.
  - Municipality
  - State (defaults to ME)
  - Zip
  - After entering the street address, the Ward and District fields will automatically be filled in.
- 5 Optionally enter Primary Phone, Secondary Phone, Cell, and Fax numbers.
- 6 If the Polling place is ADA compliant, optionally enter an ADA address for this polling place.
- 7 Choose a Status from the Status drop-down list. Status drop-down choices are:
  - Available
  - Unavailable
  - Closed
- 8 Choose from the Classification drop-down list. Classification drop-down choices are:
  - Business
  - Fire/Rescue
  - Private Facility
  - Educational
  - Industrial
  - Private Residence
  - Government Facility
  - Other
- 9 Choose from the ADA Compliant drop-down list.
  - Yes – Permanent
  - Yes - Temporary
  - No

- 10 Optionally enter Rent information by choosing a Frequency (Monthly, Weekly, Hourly, or Daily) and entering the rent amount.
- 11 Optionally enter the Hours of operation, the Voting equipment available, and/or the Tax ID.
- 12 Optionally Enter Owner 1 details:
  - First Name
  - Last Name
  - Company
  - Building Name
  - Contact History
- 13 Optionally Enter Owner 2 details:
  - First Name
  - Last Name
  - Company
  - Building Name
  - Contact History
- 14 Optionally enter business address information:
  - Street Number
  - Street Name
  - Address Line 2
  - Municipality
  - State
  - Country
  - Zip
- 15 Optionally enter the Business Primary Phone, Secondary Phone, Cell Phone, and/or email address
- 16 Optionally enter mailing address information:
  - Street Number
  - Street Name
  - Address Line 2
  - Municipality
  - State
  - Country
  - Zip
- 17 Click the **Save** pushbutton; system will prompt to upload an image for this polling place.
- 18 Optionally choose an image on the local hard drive to upload for this polling place.

A confirmation message is displayed and the database is updated.

## Module 2: Maintain Polling Place

An authorized user may update Polling Place information and delete Polling Places.

### Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select **Polling Place**.
- 3 Select **Maintain Polling Place**.

The **Maintain Polling Place** selection screen is displayed.

Figure 164: Maintain Polling Place selection Screen

### Maintain Accessibility Data

Detailed accessibility information can be recorded for each Polling Place. A list of questions are presented with the possible answers of Yes, No, and N/A.

#### Select a Polling Place to Enter Accessibility

On the **Maintain Polling Place** selection screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the [Accessibility Data](#) pushbutton.

The **Maintain Polling Place** accessibility data screen is displayed



Maintain Polling Place				CAPUSER / Cape May	
<b>Polling Place Information</b>					
Name:		<input type="text" value="TEST 1"/>			
Memo:		<input type="text"/>			
Municipality	Ward	District	Date	Inspector's Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	9 / 6 / 2005	<input type="text"/>	
<b>Accessibility Data</b>					
This is Question 8	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 5	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 3	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 1	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 7	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 9	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 4	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 10	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 0	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 2	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
This is Question 6	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	<input type="radio"/> Pending	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Previous"/>					
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Figure 165: Maintain Polling Place accessibility data Screen

## Answer Accessibility Questions

On the **Maintain Polling Place** accessibility data screen:

- 1 Optionally enter the Evaluator's Name and the Date Last Evaluated.
- 2 Answer each Accessibility Question by clicking on the Yes, No, N/A, or Pending radio buttons.
- 3 Click on the **Save** pushbutton

The database is updated with the answers and a confirmation message is displayed.

## Change Information for the Polling Place

### Select a Polling Place to Modify

On the **Maintain Polling Place** selection screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Modify** pushbutton.

The **Maintain Polling Place** modify screen is displayed with the previously entered data shown.

Maintain Polling Place		CAPUSER / Cape May	
<b>Polling Place Information</b>			
Name:	TEST 1	Room No	
Description:	SADFSAD		111
Bilingual	Name	Room No	
<input type="checkbox"/>			
Street Name	Address Line2	Memo	
<b>Address</b>			
Municipality	Zip	Search Street	
Avalon			Search
Street No	Street Name	Address Line2	
State	Zip Code	Ward	District
Primary Phone	Secondary Phone	Mobile Phone	
Fax Number			
<b>ADA Address</b>			
Street No	Street Name	Address Line2	
Municipality	State	Zip	
<b>Miscellaneous Polling Place Details</b>			
Status	Classification	ADA Compliant	Default Poll Place
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frequency	Rent	Hrs. Operation	Tax ID
	0.0		
<b>Owner 1</b>			
First Name	Last Name		
Company	Contact History		
	ASDF		
<b>Owner 2</b>			
First Name	Last Name		
Company	Contact History		
	ASDF		
<b>Business Address:</b>			
Street No	Street Name	Address Line2	
Municipality	State	Zip Code	Country
			Argentina
Primary Phone	Secondary Phone	Mobile Phone	
Fax Number	Email Id		
<b>Mailing Address:</b> <input type="checkbox"/> Copy From Business Address			
Street No	Street Name	Address Line 2	
Municipality	State	Zip Code	Country
			Argentina
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Previous"/>			
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## Update the Polling Place Information

On the **Maintain Polling Place** modify screen:

- 1 Modify the information as necessary. See the beginning of this chapter for additional details.
- 2 Click on the **Save** pushbutton.

A confirmation message is displayed and the changes are saved to the database.

## Delete a Polling Place

A Polling Place may be deleted if it has no Wards/Precincts assigned to it.

### Select a Polling Place to Delete

On the **Maintain Polling Place** selection screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Delete** pushbutton.

A delete verification pop-up window is displayed.

### Confirm the Deletion

On the **Delete Verification** pop-up window:

- 1 Click **OK** to confirm the deletion.

The database is updated with the deletion and a confirmation message is displayed.

## Upload a Polling Place Picture

A photo of a Polling Place may be attached to the Polling Place record.

### Upload the Photo to Selected Polling Place

On the **Maintain Polling Place** selection screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Upload Polling Place Picture** pushbutton.
- 3 Choose an image on the local hard drive to upload for this polling place.

The database is updated with the picture.

## View a Polling Place Picture

A photo of a Polling Place may be viewed.

### View the Photo of a Polling Place

On the **Maintain Polling Place** selection screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **View Picture** pushbutton.

The image is displayed.

## Module 3: Maintain Polling Place Inventory

Inventory for Polling Places may be maintained within the system. Once a new inventory item is added, the item shows up in the inventory drop-down list for Polling Places that have not yet added the item to their inventory. Once an inventory item has been selected from the drop-down list and added to the Polling Place, it will no longer display in the list of available choices to be added for that Polling Place.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Polling Place**.
- 3 Select **Inventory**.

The **Polling Place Inventory** screen is displayed with a list of Polling Place names and locations.

Figure 166: Polling Place Inventory Screen

### Add a New Inventory Item

#### Select a Polling Place

On the **Polling Place Inventory** screen:

- 1 Select Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Add Inventory** pushbutton.

The **Add Inventory** screen is displayed.

Figure 167: Add Inventory Screen

## Set up the New Inventory Item

On the **Add Inventory** screen:

- 1 Enter a new inventory item in the “New Inventory Items” text box.
- 2 Click on the **Insert** pushbutton.

A confirmation message is displayed stating that the update was successful. This creates a new Inventory item that will show up in the Inventory drop-down list and assigns the new item to the current polling place.

## Add Inventory to Polling Place

### Select a Polling Place

On the **Polling Place Inventory** screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Maintain Inventory** pushbutton.

The **Maintain Inventory** screen is displayed.

Figure 168: Maintain Inventory Screen

## Enter Inventory Information

On the **Maintain Inventory** screen:

- 1 Select an inventory item from the “Inventory” drop-down list. The list only contains items that have not yet been assigned to the Polling Place
- 2 Optionally enter a Description.
- 3 Optionally enter a Count.
- 4 Click on the **Update** pushbutton.

A confirmation message is displayed stating that the update was successful.

---

Note: The item no longer appears in the list for that Polling Place.

---

## Update an Inventory Item

### Select a Polling Place

On the **Polling Place Inventory** screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Maintain Inventory** pushbutton.

The **Maintain Inventory** screen is displayed.

## Modify Inventory Information

On the **Maintain Inventory** screen:

- 1 Select an existing inventory item from the Inventory drop-down list. The list only contains items that have already been assigned to the Polling Place
- 2 Enter or change the existing Description.
- 3 Enter or change the existing Count.
- 4 Click on the **Update** pushbutton.

The confirmation screen is displayed indicating that the update was successful.

## Delete an Inventory Item

### Select a Polling Place

On the **Polling Place Inventory** screen:

- 1 Select a Polling Place by clicking on the radio button next to the name.
- 2 Click on the **Maintain Inventory** pushbutton.

The **Maintain Inventory** screen is displayed.

### Delete the Inventory Item

On the **Maintain Inventory** screen:

- 1 Select an existing inventory item from the Inventory drop-down list
- 2 Click on the **Delete** pushbutton.

A confirmation message is displayed indicating that the update was successful. The item no longer appears in the Maintain Inventory drop-down list for the selected Polling Place.



## Module 4: Assign Polling Place to Election

After a polling place is defined, it can be assigned to an upcoming election. Each Municipality/Ward/District combination participating in an election will have one (and only one) Polling Place assigned to it.

### Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Polling Place**.
- 3 Select **Assign Polling Place**.

The **Assign Election to Poll Place** screen is displayed with a list of Polling Place names and locations.

Figure 169: Assign Election to Poll Place Screen

### Assign Election

On the **Assign Election to Poll Place** screen:

- 1 Select the appropriate Election from the drop down menu (lists all applicable elections for the current county)
- 2 Click on the **Continue** pushbutton.

The **Assign Polling Place** screen is displayed.

**Assign Polling Place** VC01 / CAPE MAY

Municipality Ward District

**Default Polling Place**

Polling Place Name	No	Address 1	Address 2
No Records Found			

**Assigned Polling Place**

Polling Place Name	No	Address 1	Address 2
No Records Found			

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Figure 170: Assign Polling Place Screen

## Choose the Municipality/Ward/District

On the **Assign Polling Place** screen:

- 1 Choose the Municipality. This will populate the Ward drop-down list. If the Municipality has no Wards, then the District drop-down will be populated.
- 2 Choose the Ward. This will populate the District drop-down list.
- 3 Choose the District.
- 4 Click on the **Show** pushbutton. The Default Polling Place is shown. The currently assigned Polling Place is shown below the default. If no changes have been made, the assigned polling place is the default polling place.
- 5 To change the polling place, press the **Change** pushbutton.

The **Assign Polling Place** screen is displayed.



**Assign Polling Place** VC01 / CAPE MAY

Municipality Ward District

**Default Polling Place**

Polling Place Name	No	Address 1	Address 2
No Records Found			

**Assigned Polling Place**

Polling Place Name	No	Address 1	Address 2
No Records Found			

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Figure 171: Assign Polling Place Screen

## Assign the Polling Place

On the **Assign Polling Place** screen:

- 1 Select the Polling Place to assign by clicking the **Select** radio button to the left of the appropriate entry.
- 2 Press the **Update** pushbutton.

The system returns to the previous **Assign Polling Place** screen. The selected polling place now appears in the Assigned Polling Place section.

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# **Chapter 14**

## **Redistricting**



CHAPTER 14

Redistricting

This functionality allows an authorized user to start the redistricting process. With Redistricting, the users can Merge Districts, Maintain Streets- extend the range or reduce the range, Maintain Voting Districts or perform Annexation.

For data integrity and security purposes, while redistricting is in progress, the application gets locked down for the county where the redistricting is being performed. The user in other counties can use the application.

In This Chapter

Module 1: Start/Stop Redistricting	302
Module 2: Merge Districts	304
Module 3: Maintain Street	305
Module 4: Maintain Voting Area	310

# Module 1: Start/Stop Redistricting

## Navigation

- 1 Select **Activities** Menu.
- 2 Select **Redistricting**.

The **Redistricting** screen is displayed

The screenshot shows a web application interface for redistricting. At the top, there is a purple header bar with the text "Redistrict" on the left and "SA / Cape May" on the right. Below the header, the main content area has a light purple background. It starts with a status message: "Status: Redistrict process has been started." Below this, there are three underlined links: "Merge District", "Assign Voting Area Districts", and "Maintain Street Districts". A horizontal line separates this section from the next. The next section is titled "Maintenance Effective Date" and contains a date selection interface with three input boxes: "09", "09", and "2005", separated by hyphens. At the bottom, there is a row of five buttons: "Start", "Complete", "Abandon", "Revoke", and "Confirm".

Figure 172: Redistricting Screen



## Redistricting Options

- Once the **Start** pushbutton is clicked, the database is locked for the municipality to prevent other users from changing voter and municipal data until the Redistrict functions are complete.
- The **Complete**, **Abandon**, **Undo**, and **Confirm** buttons are not active until after the process has been started.
- After the process is started, only the **Complete** and **Abandon** pushbuttons become available.
- When the user clicks the **Complete** pushbutton the changes made will be available to review, and only the **Undo** and **Commit** pushbuttons become available.
- The **Undo** pushbutton gives the user a final chance to undo the changes. The system will revert to the backed up data of the Municipality, and the system will be unlocked and available for system updates.
- If the user is satisfied that all changes are accurate, they click on the **Confirm** pushbutton, the changes are applied, the redistricting process is done and the system is unlocked.
- The **Print Letter** pushbutton causes a letter to be printed to the affected voters.
- The **Print Label** pushbutton causes labels to be printed for the affected voters.
- The **Print Card** pushbutton causes cards to be printed to the affected voters.

---

Note: This process can be stopped by clicking on the **Abandon** pushbutton. The data will revert to the state it was prior to the **Start** pushbutton being clicked.

---

## Module 2: Merge Districts

This functionality will allow the user to merge two districts in a municipality, in a ward. Upon merging the districts, all the data from the source district will become a part of the destination district, and the source district would cease to exist in the database.

### Navigation

On the **Redistrict** screen:

- 1 Click on the **Start** pushbutton to start the Redistricting process.
- 2 Click on the **Merge Districts** link.

The **Merge Districts** screen is displayed.

Figure 173: Merge Districts Screen

## Select Districts to Merge

On the **Merge Districts** screen:

- 1 Select a municipality from the drop-down list
- 2 If no wards are present in the selected municipality, the list of districts will be populated.
- 3 Select a Source District.
- 4 Select a Destination District.
- 5 The streets and voters on the street in the selected district can be viewed by clicking on the [View Details](#).
- 6 Click on the [Merge District](#) pushbutton.
- 7 A warning message is displayed, "You have chosen to merge two districts. Merge districts makes permanent changes to the database. Click OK to continue or Cancel to cancel the merge district function."
- 8 Click on the [OK](#) pushbutton.

All the associated streets and voter district information is updated.

## Module 3: Maintain Street

This functionality allows authorized users to view and update street range data pertaining to selected Street Name of a Municipality within the logged in County. This functionality allows authorized users to update street data, such as street low and high ranges; side (odd, even, all) and assign District segments to an existing street range.

### Navigation

On the **Redistrict** screen:

- 1 Click on the **Start** pushbutton to start the Redistricting process.
- 2 Click on **Maintain Streets**.

The **Maintain Street** screen is displayed.

Figure 174: Maintain Street Screen

### Select the Street

On the **Maintain Street** screen:

- 1 Select the Municipality from the drop-down list. The Municipality Code and Description is displayed in the drop-down list.
- 2 Select the Existing Street Name from the drop-down list.
- 3 The Previous Street Name, if any, is displayed for the selected street.
- 4 Select the street line to edit the detailed information.

## Add a Range

On the **Maintain Street** screen:

- 1 Click on the **Add** pushbutton to create a new street line.
- 2 Select the Side from the drop-down list.
- 3 Enter the Low Range.
- 4 Enter the High Range.
- 5 Select the Ward.
- 6 Select the District.
- 7 Select from the Voting Areas that are displayed based on the Ward and/or District selection.
- 8 Click on the **Confirm Add/Update** pushbutton to save the changes.

## Delete a Range

A row can be deleted only if there are no voters associated.

On the **Maintain Street** screen:

- 1 Select the row to be deleted.
- 2 Click on the **Delete** pushbutton.
- 3 Click on the **Confirm Add/Update** pushbutton to save the changes.

## View Voters

The voters on the street in the selected district can be viewed.

On the **Maintain Street** screen:

- 1 Select the row.
- 2 Click on the **View** pushbutton.

A pop-up window is displayed with all the Voters residing on the selected street. A message of "No Voters Found" is displayed if there are no voters in the selected street.

The **Voters for Selected Street District** pop-up window is displayed.



Figure 175: Voters for Selected Street District pop-up window

## Close the Pop-Up Window

On the **Voter for Selected Street District** pop-up window:

- 1 Select the **Close** pushbutton.

The **Maintain Street** screen is displayed.

## View Business Address

On the **Maintain Street Districts** screen:

- 1 Click on the **Business Addresses** pushbutton.

The View Business Addresses pop-up window is displayed.



*Figure 176: View Business Address pop-up window*

## Close the Pop-Up Window

On the ***Voter for Selected Street District*** pop-up window:

- 1 Select the **Close** pushbutton.

The ***Maintain Street*** screen is displayed.

## View Alternate Domiciles

On the **Maintain Street** screen:

- 1 Click on the **Alternate Domiciles** pushbutton.

The system displays a pop-up window with all alternate domiciles for the selected street range and their addresses.



Figure 177: View Alternate Domicile Screen

## Close the Pop-Up Window

On the Voter **for Selected Street District** pop-up window:

- 1 Select the **Close** pushbutton.

The **Maintain Street** screen is displayed.



## Module 4: Maintain Voting Area

This activity allows an authorized user to assign / maintain Voting District values within a County.

### Navigation

On the **Redistrict** screen:

- 1 Click on the **Start** pushbutton to start the Redistricting process.
- 2 Click on the **Maintain Voting Area** link.

The **Search Voting Districts** screen is displayed.

Figure 178: Search Voting Districts Screen

### Assign/Modify Voting Area District

- 1 Select a Municipality from the drop-down list.
- 2 Select a Ward or a District from the drop-down list.
- 3 Click on the **Search** pushbutton to modify existing voting districts.

---

Note: Value is displayed for each associated district type

---

The **View Voting Area Assignment** screen is displayed.

## Modify District Values

On the View Voting Area Assignment screen:

- 1 Click on the **Modify Voting Area District** pushbutton.

The Assign / Modify Voting Area District Assignment screen is displayed.

Type	District
MUNICIPALITY	Avalon
WARD	00
DISTRICT	02
CONGRESSIONAL	10
FIRE	
FREE HOLDER	200
LEGISLATIVE	10
REGIONAL SCHOOL	
SCHOOL	1000.05

Displaying 1 of 1 Go To:

Figure 179: Assign/Modify Voting Area Assignment Screen

## Modify Voting District Area

On the **Assign / Modify Voting Area District Assignment** screen:

- 1 Values are displayed for each District Type, and are editable if user selects to modify an existing voting area district assignment
- 2 For new voting districts only the Municipality, Ward and District values are displayed and for voting area the district types (Congressional, Legislative, Freeholder, School, Regional School and Fire) must be assigned on this screen.
- 3 While assigning values for Congressional, Legislative, Freeholder, School, Regional School and Fire for a new voting district, the default values for these fields are blank and the user has to select a value from the drop down list. The combination of the all the districts must be unique
- 4 Click on **Confirm** to save the changes.
- 5 Click on **Close** to close the screen.

## Delete Voting District Area

On the **View Voting Area Assignment** screen:

- 1 Click the **Delete** pushbutton.

---

Note: If street districts are associated with the voting area district, it cannot be deleted.

---

## Add New Voting Area District

On the **Voting Area Assignment** screen:

- 1 Click on the **Assign New Voting Area District** pushbutton.

The **Assign / Modify Voting Area** pop-up window is displayed

### Enter Voting Area Information

On the **Assign/Modify Voting Area** pop-up window:

- 1 Enter values.
- 2 Click on the **Confirm** pushbutton.
- 3 Select the **Close** pushbutton.

The **Maintain Street** screen is displayed.

---

Note: Multiple pages are noted in "Displaying x of y".

User may navigate to another page by selecting the page number in the GO TO drop - down and clicking **Go**.

User may initiate another search by clicking the **New Search** button. The system displays the Search Voting Districts screen.

---

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# **Chapter 15**

## **Reports**



# Reports

The Reports module contains numerous reports that can be generated as needed by the authorized users of the system. The user may access the Report functionality from the Main Menu. Except for the Poll Book, the user may choose to view a report, print a report, download a report to a network drive, disk(s) or other storage medium. Multiple selection criteria may be used to create most reports.

A dedicated report queue manager/server is used to manage all report functions. The report queue manager processes the requested report(s) and saves them on a network drive. These files may be downloaded, viewed, printed or copied at a later time or date.

On each Report Request Screen there will be a section of Report Generation Options. On all report requests except the Poll Book, they will be:

- Type will be PDF, Excel, HTML and Comma Del.
- The font will default to Arial, 12 pt. (User will not select).
- Page size and page layout will default (User will not select).
- Space between each record will be ½ space (User will not select).

---

Note: Voters with protective order or confidential status will not appear on any report.

---

### ***For all reports except Disk File and Voter History Disk:***

- Click on the [Submit Request](#) pushbutton. The report is sent to the Report Queue Manager.

OR

- Click on the [View](#) pushbutton to view the report immediately.
- OR, if you do not desire to run the report:
- Click on [Reset](#) to clear all the information on the screen.

### ***For Disk File and Voter History Disk:***

- Click on the [Make Disk/Submit Request](#) pushbutton. The request is sent to the Report Queue Manager.
- OR, if you do not desire to run the report:
- Click on [Reset](#) to clear all the information on the screen.

---

Note: On most of the reports, the selection criteria are printed as the first page of the report.

---

## Absentee Ballot Mailing Labels

This report produces mailing labels for selected Voters, based on the user criteria.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Absentee Mailing Labels**.

The **Absentee Mailing Labels** screen is displayed.

Figure 180: Absentee Ballot Mailing Labels Screen

### Report Criteria

- 1 Select:
  - A specific date range.
  - Sort Order
  - Election Data and Name.
  - Select the correct number of labels to print for each absentee (default is 1).
  - Create Labels for ACP Voters default is “no”.



## Absentee Ballot

This report produces a list of all voters who were sent an absentee ballot for a selected election.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Absentee Voters**.

The **Absentee Voters** screen is displayed.

**Absentee Ballot Report** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality:** Avalon, Cape May, Cape May Point, Dennis

**Ward:** Avalon-00, Cape May-00, Cape May-02, Cape May-03

**District:** Avalon-00-01, Avalon-00-02, Avalon-00-03

**Voter Status:** Active, Archive, Deleted

**Absentee Ballot Type:** Court-Ordered Election Day Absentee Ballot, Federal Military, Federal Overseas Civilian, Military

**Sort Order:** Municipality, Ward, District, Voter Name, Mailing Address, Party, Ballot Type, Appln Mail Date, Appln Process Date, Appln Status, Rejection Reason

**Ballot Status:** ALL

**Application Process Date:** Start Date: / / End Date: / /

**Ballot Mailed Date:** Start Date: / / End Date: / /

**Request Date:** Start Date: / / End Date: / /

**Received Date:** Start Date: / / End Date: / /

**Last Name Range(Alpha):** From: A To: Z

**Age Range:** From: - To:

**Election Date -- Name:** Election Type: Election Code:

**Requested For:**

**Report Generation Options :**

**Generation Type:** PDF

**PDF Font Type:** Arial **PDF Font Size:** Medium

**PDF Page Size:** Default **PDF Page Layout:** Default

**View** **Submit Request** **Reset**

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Figure 181: Absentee Ballot Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:

- Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally change the Sort Order by choosing from the Sort Options column of radio buttons.
- Optionally select one or multiple Voter Status options from the drop down list. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Ballot Status options from the drop-down list. If no specific Ballot Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Absentee Ballot Type options from the drop-down list. If no specific Absentee Ballot Type options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally, enter the following:
  - Enter an Application Process Start Date
  - Enter an Application Process End Date
  - Enter a Ballot Mailed Start Date
  - Enter a Ballot Mailed End Date
  - Enter a Request Start Date
  - Enter a Request End Date
  - Enter a Received Start Date
  - Enter a Received End Date
- Select an election date in the Election Date – Name drop-down list. The Election Type and Category are populated based on the selection.
- Optionally select an alphabetical range in the From and To Last Name Alpha Range fields (defaults are From 'A' To 'Z').
- Optionally enter an age range for the voters.

## Active/Inactive Voter Report

This report displays the list of active/inactive voters.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Active/Inactive Voter Report**.

The **Active/Inactive Voter Report** screen is displayed.

Active/Inactive Voter Report Currently Accessing: State SERVER SA / CAPE MAY

**Municipality**  
 Avalon  
 Cape May  
 Cape May Point  
 Dennis

**Ward**  
 Avalon-00  
 Cape May-00  
 Cape May-02  
 Cape May-03

**District**  
 Avalon-00-01  
 Avalon-00-02  
 Avalon-00-02  
 Avalon-00-03

**Party:**  
 Democratic\*  
 Green Party  
 Independent Party

**Voter Status:**  
 [Dropdown]

**Gender:**  
 NONE  
 Male  
 Female

**Regn. Start Date (mm/dd/yyyy):**  
 [ ] / [ ] / [ ]

**Regn. End Date (mm/dd/yyyy):**  
 [ ] / [ ] / [ ]

**Last Name Range(Alpha):** From: A To: Z

**Age Range:** From: [ ] To: [ ]

**Include:**  
☐ Date of Birth  
☐ Mailing Address

**Sort Order:**  
☒ Municipality  
☐ Ward  
☐ District  
☐ Voter Name  
☐ Gender  
☐ Party  
☐ Registration Date  
☐ Voter Status  
☐ Age

**Requested For:** [Text Box]

**Report Generation Options :**  
**Generation Type** PDF  
**PDF Font Type** Arial **PDF Font Size** Medium  
**PDF Page Size** Default **PDF Page Layout** Default

**Note: Please Print this Report in Landscape Format.**

**View** **Submit Request** **Reset**

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Figure 182: Active/Inactive Voter Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally change the Sort Options by choosing from the Sort Options column of radio buttons.
- Optionally select one or multiple Party options from the drop down list. If no specific Party options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Voter Status options from the drop down list. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select Include Date of Birth.
- Optionally select Include Mailing Address.
- Optionally select an alphabetical range in the From and To Last Name Alpha Range fields (defaults are From 'A' To 'Z').
- Optionally enter an age range for the voters.

## Alpha List of Challenges

This report produces an alphabetical list of Voters who received a Challenge notice, sorted alphabetically.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Alpha List of Challenges**.

The **Alpha List of Challenges** screen is displayed.

Figure 183: Alpha List of Challenges Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Voter Status options from the drop down list. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally enter the Registration Start Date.
- Optionally enter the Registration end Date
- Optionally select an alphabetical range in the From and To Last Name Alpha Range fields (defaults are From 'A' To 'Z').
- Optionally enter an age range for the voters.
- Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

## Alpha Voter List

This report produces a list of Voters based on the user criteria, sorted alphabetically.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Alpha Voter List**.

The **Alpha Voter List** screen is displayed.

The screenshot shows the 'Alpha Voter List' screen for 'SA / CAMDEN'. It features several filter sections:

- Party:** A dropdown menu with options: Blank, Democratic\*, and Green Party.
- Voter Status:** A dropdown menu with options: Active, Archive, and Deleted.
- Gender:** A dropdown menu with options: NONE, Male, and Female.
- Last Name Range(Alpha):** Fields for 'From:' (A) and 'To:' (Z).
- Regn. Start Date (mm/dd/yyyy):** Fields for month, day, and year.
- Regn. End Date (mm/dd/yyyy):** Fields for month, day, and year.
- Age Range:** Fields for 'From:' and 'To:'.
- Include:** A checkbox for 'Date of Birth:' which is checked.
- Sort Order:** Radio buttons for 'Name:', 'St. Address:', 'City:', 'DOB:', 'Party:', 'Ward:', 'District:', and 'Status:'.
- Requested For:** A text input field.
- Report Generation Options:**
  - Generation Type:** A dropdown menu set to 'PDF'.
  - PDF Font Type:** A dropdown menu set to 'Arial'.
  - PDF Font Size:** A dropdown menu set to 'Medium'.
  - PDF Page Size:** A dropdown menu set to 'Default'.
  - PDF Page Layout:** A dropdown menu set to 'Default'.
- Note:** Please Print this Report in Landscape Format.
- Buttons:** 'View', 'Submit Request', and 'Reset'.

Figure 184: Alpha Voter List Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select a specific Party or Parties from the drop-down list. If no specific Parties are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Voter Status options from the list box. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select a Gender
- Optionally change the Sort Options by choosing from the Sort Options column of radio buttons.
- Optionally include Date of Birth in the report
- Optionally select an alpha range in the From and To Last Name Alpha Range fields (defaults are From 'A' To 'Z').
- Optionally enter the Registration Start and End Dates.
- Optionally enter an age range for the voters.



## Application for Absentee Ballot

This report will generate a list of voters who requested, were sent and/or received absentee ballot application.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Application for Absentee Ballot**.

The **Application for Absentee Ballot** screen is displayed.

**Absentee Ballot Application** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality:** Avalon, Cape May, Cape May Point, Dennis  
**Ward:** Avalon-00, Cape May-00, Cape May-02, Cape May-03  
**District:** Avalon-00-01, Avalon-00-02, Avalon-00-02, Avalon-00-02, Avalon-00-03

**Voter Status:** Active, Archive, Deleted  
**Absentee Ballot Type:** Court-Ordered Election Day Absentee Ballot, Federal Military, Federal Overseas Civilian, Military  
**Sort Order:** Municipality, Ward, District, Voter ID, Voter Name, Mailing Address, Party, Ballot Type, Appln Request Date, Appln Mail Date, Appln Recieved Date, Appln Process Date, Ballot Mail Date, Appln Status, Rejection Reason

**Party:** Democratic\*, Green Party, Independent Party

**Application Request Date:** Start Date: / / End Date: / /

**Application Mail Date:** Start Date: / / End Date: / /

**Application Received Date:** Start Date: / / End Date: / /

**Application Process Date:** Start Date: / / End Date: / /

**Ballot Mail Date:** Start Date: / / End Date: / /

**Last Name Range(Alpha):** From: A To: Z

**Election Date -- Name:** Election Type: Election Code:

**Requested For:**

**Report Generation Options :**  
**Generation Type:** PDF  
**PDF Font Type:** Arial **PDF Font Size:** Medium  
**PDF Page Size:** Default **PDF Page Layout:** Default

**View** **Submit Request** **Reset**

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Figure 185: Application for Absentee Ballot Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:

- Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally, enter a street number.
- If a Street Number was entered, a Street Name should be selected from the drop-down list.
- Optionally change the Sort Order by choosing from the Sort Options column of radio buttons.
- Optionally select one or multiple Party options from the drop down list. If no specific Party options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Voter Status options from the drop down list. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Ballot Type options from the drop-down list. If no specific Ballot Type options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Select an election date in the Election Date – Name drop-down list. The Election Type and Category are populated based on the selection.
- Optionally select an alphabetical range in the From and To Last Name Alpha Range fields (defaults are From 'A' To 'Z').
- Optionally select one or multiple Absentee Ballot Type options from the drop-down list. If no specific Absentee Ballot Type options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally, enter the following:

- Enter an Application Request Start Date
- Enter an Application Request End Date
- Enter an Application Received Start Date
- Enter an Application Received End Date
- Enter an Application Mailed Start Date
- Enter an Application Mailed End Date
- Enter an Application Processed Start Date
- Enter an Application Processed End Date
- Enter an Ballot Mailed Start Date
- Enter an Ballot Mailed End Date

## Change Detail

This report produces a list of Voters whose information was changed.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Change Detail**.

The **Change Detail** screen is displayed.

Figure 186: Change Detail Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report:
  - Enter the Start and End Dates are required.
  - Optionally change the Sort Order by choosing from the Sort Options radio buttons.
  - Change Types are all selected by default. User can delete those not needed.
  - Select the User ID
  - Optionally enter the name of the person or entity the report was prepared for.

## County Contact List

This activity produces a list of county or municipal clerks based on the criteria selected.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **County Contact List**.

The **County Contact List** screen is displayed

Figure 187: County Contact List Screen

### Report Criteria

- 1 Optionally select Congressional from the drop-down list. If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 2 Optionally select Legislative from the drop-down list. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 3 Optionally select County names. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 4 Select the Election Official Type from the drop-down list. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 5 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

## County Street List

This is a report of all the streets within the county. Precincts, Congressional District #, Legislative District #, City Precincts, and Tax Code Area are included in the report and are based on street address ranges.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **County Street List**.

The **County Street List** screen is displayed.

Figure 188: County Street List Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - If checked, the following should be printed on the report:

- Congressional
  - Legislative
  - Freeholder
  - School
  - Regional School
  - Fire
  - Optionally select a street range.
- 2 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

## Data File Export

This activity produces a file report that can be copied/down loaded to a disk

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Disk File**.

The **Data Export File** screen is displayed.

Figure 189: Data Export File Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally, select a specific Party from the drop-down list. If no specific Party is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Voter Status options from the list box. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.



- Select an election date in the Election Date – Name drop-down list. The Election Type and Category are populated based on the selection.
- At least one Data Option must be selected unless All is checked.
- Optionally select to generate the disk file for street addresses from the drop-down list.
- Optionally select to generate the disk file with Data Options internal and external such as Address History, Change Audit, District, Name History, etc.

## Deleted Voters Report

This report produces a list of voters who were deleted.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Deleted Voter Report**.

The **Deleted Voters Report** screen is displayed.

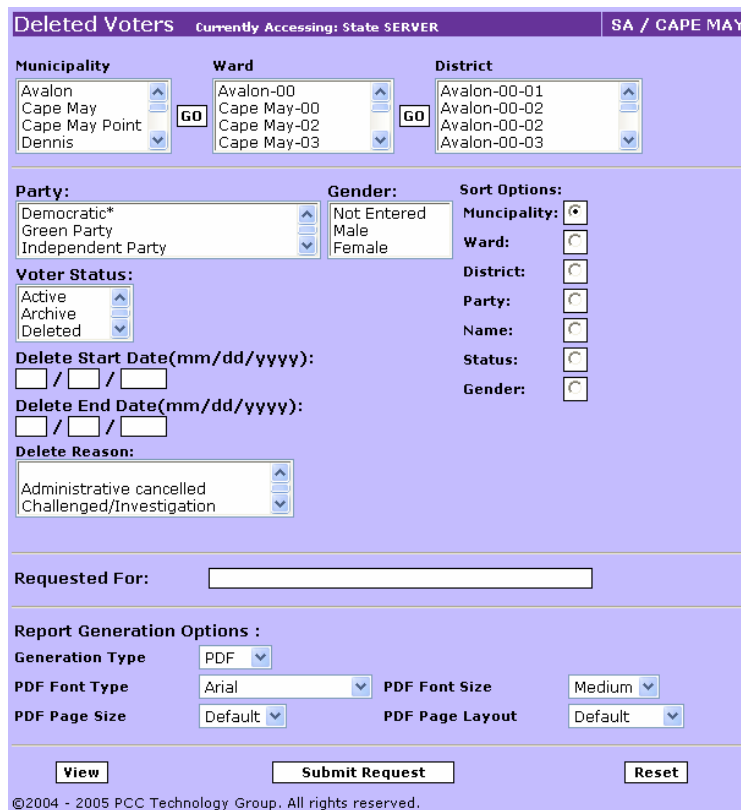


Figure 190: Deleted Voters Reports Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally, select a specific Party from the drop-down list. If no specific Party is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Voter Status options from the list box. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or more Gender options from the drop-down list.
- Enter Delete Start Date
- Enter Delete End Date
- Optionally select Delete Reason from the drop-down list
- Optionally select Sort Options from the Sort Options column.

## Election Districts Report

This is an Election Districts Report.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Election Districts Report**.

The **Election Districts** screen is displayed.



Figure 191: Election Districts Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select Contact Phone # checkbox.
  - Optionally select Sort Options from the Sort Options column.

## Election Summary

This report displays a summary of the Eligible Voters, Number Voting and Percentage of Voting by Party status. This report is both Municipal and Statewide.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Election Summary**.

The **Voter Election Summary** screen is displayed.

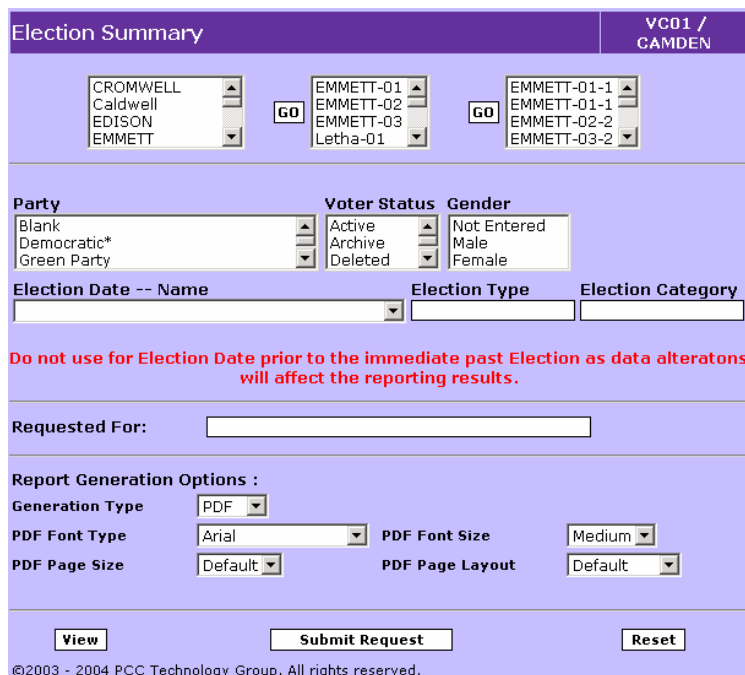


Figure 192: Election Summary Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select one or multiple Party options from the drop-down list. If no specific Party options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Voter Status options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Gender options from the drop-down list. If no specific Gender options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Select an election date in the Election Date – Name drop-down list. The Election Type and Category are populated based on the selection.
- 2 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

## Incomplete Reasons

This report displays the voters with incomplete Status.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Incomplete Reasons**.

The **Incomplete Reasons** screen is displayed.



Figure 193: Incomplete Reasons Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Incomplete Reason options from the drop-down list. If no specific Incomplete Reason options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Party options from the drop-down list. If no specific Party options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Enter the Voter Registration Start Date.
- Enter the Voter Registration End Date
- Optionally select one or multiple County options from the drop-down list. If no specific County options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select one or multiple Municipality options from the drop-down list. If no specific Municipality options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally select Sort Options from the Sort Options Column.



## Labels

This report produces mailing labels for voters, based on the criteria selected.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Label**.

The **Label** screen is displayed.

Figure 194: Label Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select one or multiple Party options from the drop-down list. If no specific Party options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally, select a specific Voter Status from the drop-down list. If no Voter Status is selected, all will be displayed. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally, select Gender from the drop-down list.
  - Select Election Date-Name from drop-down list.
  - Optionally, enter a specific Age Range. If not entered, report shows all ages.
  - Select voting options.
  - Select Print Labels for either the Voter or the Household.
  - Enter the number of labels to be printed. The default is 1.
  - Optionally, enter a Street Number.
  - Optionally, select a Street Name from the drop-down list of streets in the city/town of the logged in user.
  - Optionally, check Print Voter ID. This is unchecked by default.
  - Optionally, check Print Bar Code, but only for individual voter's labels.
  - Optionally, check Print MWD Code.
- 2 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

## Master Street Index with Poll Location

This report is a master street index with each of the associated Poll Locations.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Master Street Index with Poll Location**.

The **Master Street Index with Poll Location Report** screen is displayed.



Figure 195: Master Street Index with Poll Location Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select Sort Options from the Sort Options Column.

## Master Worksheet

This report generates a list of voters with their Voter ID, Street Address, Last Name, First Name, Middle Initial, Date of Birth, Zip Code and Effective Date, Abs Ballot Type, and Status.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Master Worksheet**.

The **Master Worksheet** screen is displayed.

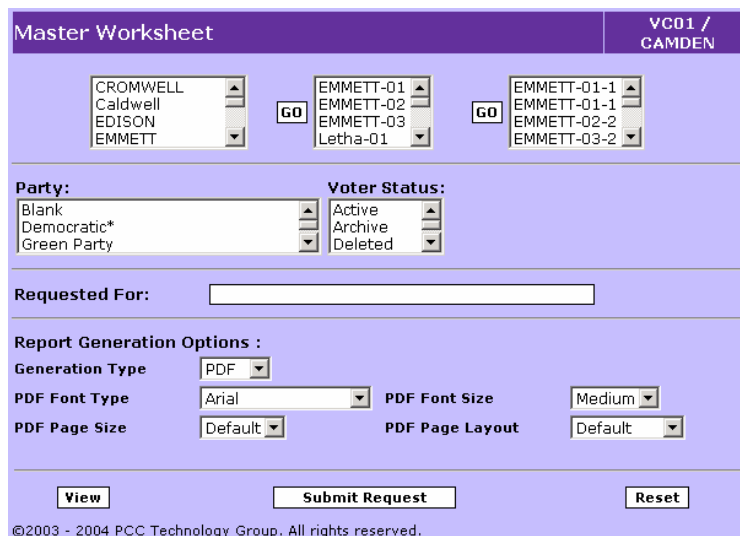


Figure 196: Master Worksheet Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally, select a specific Party from the drop-down list. If no Party is selected, all will be displayed. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select one or multiple Voter Status options from the list box. If no specific Voter Status options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally enter the name of the person or organization requesting the report.

## Media Report

This is a media report.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Media Report**.

The **Media Report** screen is displayed.



*Figure 197: Media Reports Screen*

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select Sort Options from the Sort Options Column

## NVRA Statistics

This report produces an NVRA statistical report by county of new, changed, rejected, duplicate, and purged voters.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **NVRA Statistics**.

The **NVRA Statistics** screen is displayed.

Figure 198: NVRA Statistics Report Screen

### Report Criteria

- 1 Choose the selection criteria for the report:
  - Check whether this is a state or municipal level report.
  - Optionally, select County from drop-down list if a state or report or required if a County report.
  - Enter registration start date according to the screen format.
  - Enter registration end date according to the screen format.

## Pending Voters

This report displays the voters with incomplete status

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Pending Voters**.

The **Pending Voters** screen is displayed.

**Pending Voters** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality**: Avalon, Cape May, Cape May Point, Dennis

**Ward**: Avalon-00, Cape May-00, Cape May-02, Cape May-03

**District**: Avalon-00-01, Avalon-00-02, Avalon-00-03

**Voter Registration**  
 Start Date (mm/dd/yyyy):  /  /   
 End Date (mm/dd/yyyy):  /  /   
 Privilege Date:  /  /   
 Party: Democratic\*, Green Party, Independent Party

**Sort Options:**  
☐ Municipality  
☐ Ward  
☐ District  
☐ Voter Name  
☐ Date of Birth  
☐ Party  
☐ Registration Date  
☐ Privilege Date

**Requested For:**

**Report Generation Options :**  
 Generation Type: PDF  
 PDF Font Type: Arial PDF Font Size: Medium  
 PDF Page Size: Default PDF Page Layout: Default

**View** **Submit Request** **Reset**

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Figure 199: Pending Voters Reports Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Enter registration start date according to the screen format.



- Enter registration end date according to the screen format.
- Optionally, select a specific Party from the drop-down list. If no Party is selected, all will be displayed. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Enter Privilege Date
- Optionally select Sort Options from the Sort Options Column

## Petitions - Official and Unofficial List of Candidates

This report displays the Official and Unofficial list of candidates. This is a state level report.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Petitions - Official and Unofficial List of Candidates**.

The Petitions – Official and Unofficial List of Candidates screen is displayed.



Figure 200: Petitions - Official and Unofficial List of Candidates Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple County options from the drop-down list. If no specific County options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally, select a specific Party from the drop-down list. If no Party is selected, all will be displayed. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Select Election Date – Name from the drop-down list.
- Optionally select one or multiple Office Sought options from the list box. If no specific Office Sought options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- Optionally enter Last Name Range From and To.
- Optionally select Sort Options from the Sort Options Column

## Poll Book

This report produces a list of voters who are eligible to participate in the selected election.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Book**.

The **Poll Book** screen is displayed.

The screenshot shows the 'Poll Book' screen with a purple header bar. The title 'Poll Book' is on the left, and 'VC01 / CAMDEN' is on the right. Below the header, there are three dropdown menus for selecting locations: 'CROMWELL' (with sub-items Caldwell, EDISON, EMMETT), 'EMMETT-01' (with sub-items EMMETT-02, EMMETT-03, Letha-01), and 'EMMETT-01-1' (with sub-items EMMETT-01-1, EMMETT-02-2, EMMETT-03-2). Each dropdown has a 'GO' button next to it. Below these are checkboxes for 'Combine Precincts/Districts before Printing:' and 'Election Date -- Name:'. To the right of these are fields for 'Election Type:' and 'Election Category:'. Further down is a 'Last Name Range(Alpha):' section with 'From:' and 'To:' dropdowns. Below that is a 'Page Break Type:' dropdown set to 'No Break'. To the right is a 'Print Options (Labels Only):' section with checkboxes for 'Voter Id:' and 'Barcode:'. Below these are a 'Report Type:' dropdown set to 'Poll Book' and a 'Labels:' checkbox. At the bottom of this section is a 'Requested For:' text field. Below that is a 'Report Generation Options :' section with dropdowns for 'Generation Type' (set to PDF), 'PDF Font Type' (set to Arial), 'PDF Font Size' (set to Medium), 'PDF Page Size' (set to Default), and 'PDF Page Layout' (set to Default). At the very bottom are 'Submit Request' and 'Reset' buttons. A footer line at the bottom reads '©2003 - 2004 PCC Technology Group. All rights reserved.'

Figure 201: Poll Book Screen

### Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
  - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
  - Consolidate Districts is checked if the list generated will be combined for the selected Districts, and will be a merged list in alpha order by Last Name.

- Select the Election Date-Name from the drop down list of all future elections sorted by election date ascending. Election Type and Election code are displayed.
- Break – default is Alpha Break that will print a blank sheet between each first letter of the last names of the voters.
- Optionally select a Last Name From/To range.
- Sort Order is selected by checking boxes in the Sort Order column.
- Select Print Party should the user desire Party to be printed on the output. If the Election Type is Primary, Party will automatically print.

## Poll Location

This report displays the List of Poll Locations.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Location**.

The **Poll Location** screen is displayed.

**Poll Location Report** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality**  
 Avalon  
 Cape May  
 Cape May Point  
 Dennis

**Ward**  
 Avalon-00  
 Cape May-00  
 Cape May-02  
 Cape May-03

**District**  
 Avalon-00-01  
 Avalon-00-02  
 Avalon-00-02  
 Avalon-00-03

**Election Date -- Name**

**Election Code**

**Status**

**Sort Options**  
☒ Municipality  
☐ Ward  
☐ District  
☐ Poll Location Name  
☐ Status

**Requested For:**

**Report Generation Options :**  
**Generation Type** PDF  
**PDF Font Type** Arial **PDF Font Size** Medium  
**PDF Page Size** Default **PDF Page Layout** Default

**View** **Submit Request** **Reset**

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Figure 202: Poll Location Report Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Election Date – Name (Election Code)
  - Status
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 The sort options are Municipality, Ward, District, Poll Location Name and Status

## Poll Place Issues

This activity produces a report with polling place accessibility issues Districts

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Place Reports**.

The **Poll Place Reports** screen is displayed.



Figure 203: Poll Place Report Screen

### Report Criteria

- 1 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 2 The report will have a page break after each Municipality.
- 3 When the user clicks the contact information check box the Poll Place contact information would print, other wise the report will not have the poll place contact information.
- 4 When the user clicks the check box for ADA Compliant, the ADA compliant drop down gets activated.
- 5 The user will then be able to select a value for ADA compliant that would generate a report on poll places that relate to the selected value of ADA Compliant.
- 6 When the user clicks the bilingual check box, the report will include all applicable bilingual data entered for the polling place
- 7 The bilingual column on the report shows a value of Yes / No regardless of whether the bilingual check box was checked or not.
- 8 Click **View**.

## Poll Worker Class Roster

This report displays the class roster for Poll workers.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker Class Roster**.

The **Poll Worker Class Roster** screen is displayed.

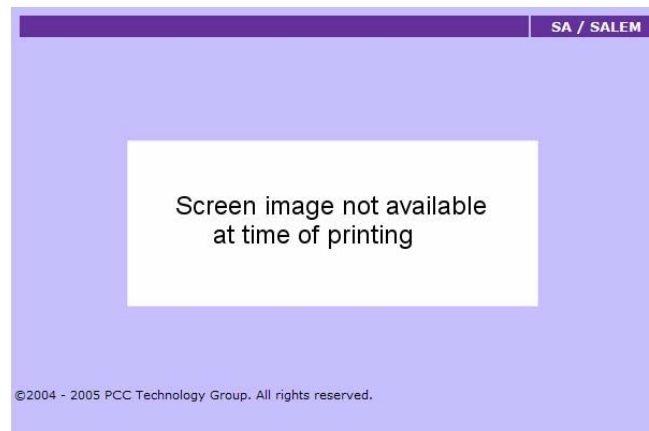


Figure 204: Poll Worker Class Roster Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality
  - Ward
  - District
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 The sort options are Municipality, Ward, and District.
- 5 This report prints the availability status of poll workers only as of the current date.
- 6 The selected MWD is the work MWD for the poll workers.

When user enters a date in 'Last Training Date Prior To' the system will list poll workers that have had no recorded training since the date entered. The user can select for the class roster those that need training.



## Poll Worker Class Roster with Oath/Attendance Verification

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker Class Roster with Oath/Attendance Verification**.

The **Poll Worker Class Roster with Oath/Attendance Verification** screen is displayed.



Figure 205: Poll Worker Class Roster w/Oath/Attendance Verification Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality
  - Ward
  - District
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 The sort options are Municipality, Ward, and District.
- 5 This report prints the availability status of poll workers only as of the current date.
- 6 The selected MWD is the work MWD for the poll workers.

When user enters a date in 'Last Training Date Prior To' the system will list poll workers that have had no recorded training since the date entered. The user can select for the class roster those that need training.

## Poll Worker Final Assignment Report

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker Final Assignment Report**.

The **Poll Worker Final Assignment Report** screen is displayed.



Figure 206: Poll Worker Final Assignment Report Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District (this is the poll worker's work Municipality, Ward and District)
  - Election Date - Name
  - Party
  - Bilingual
  - Last Training Start Date
  - Last Training End Date
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 If the user does not select a Party, then by default the report will run for all parties.
- 5 If a user does not select a last training date range, the system runs a report for all days up until the present.

- 6 The poll worker's poll location and address on the output report is driven by the M/W/D selection and the Election Date - Name.
- 7 The sort options are Municipality, Ward, District, and Election Name.
- 8 If the voter provided his SSN, only then it would display on the output report.

## Poll Worker List and Labels

This report generates a list of poll workers based on the criteria selected. Optionally, the user may produce labels.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker List and Labels**.

The **Poll Worker List and Labels** screen is displayed.



Figure 207: Poll Worker List and Labels Screen

### Report Criteria

- 1 Selection criteria include:
  - Work District
  - Home District
  - Party
  - Serving Status
  - Poll Worker Status
  - Poll Worker Type
- 2 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 3 If no Party is selected, all parties will be included.
- 4 If no serving status is selected, all will be included
- 5 If no Poll Worker status is selected, all will be included.

- 6 Poll worker Type: If none selected, all will be included.
- 7 Last training date, prints when checked.
- 8 A user can run the labels with the following options:
  - Labels with Phone # for both Democrats and Republicans.
  - Labels without Phone # for both Democrats and Republicans.
  - Labels with Phone # for both Democrats and Republicans for a selected Municipality.
  - Countywide poll-worker labels with Phone # for both Democrats and Republicans
  - Labels can be produced with Party printed.

## Poll Workers by MWD and Polling Place

This report displays the List of all Poll workers and Poll Locations by Municipality, Ward and District.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Workers by MWD and Polling Place**.

The **Poll Workers by MWD and Polling Place** screen is displayed.



Figure 208: Poll Workers by MWD and Polling Place Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Election Date – Name (Election Code)
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 The sort options are Municipality, Ward, District, Poll Worker Name and Poll Location Name.
- 5 A Poll Worker's SSN will be displayed on the report only if available on file

## Poll Worker Vacancies

This report displays the Poll worker vacancies in a county

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Workers Vacancies**.

The **Poll Workers Vacancies** screen is displayed.



Figure 209: Poll Worker Vacancies Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Municipality is a multi select list- list of all municipalities in the logged in county
- 2 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 3 The sort options are Municipality, Ward, and District.
- 4 This report prints the availability status of poll workers only as of the current date.
- 5 The selected MWD is the work MWD for the poll workers.
- 6 If the user does not make any selections in MWD then the report runs for all the MWD's in the County

## Poll-Worker Training History

This report displays the poll-worker training history.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker Training History**.

The **Poll Worker Training History** screen is displayed.

Figure 210: Poll Worker Training History Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Election Date – Name
  - Training Type
  - Position
  - Training Start Date
  - Training End Date
- 2 Municipality is a multi select list- list of all municipalities in the logged in county



- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 If a user does not select a training date range, the system runs a report for all days up until the present.
- 5 The sort options are Municipality, Ward, District, Name, Position, Training Type, and Training Date.
- 6 Poll workers listed are those having work District of the selected MWD.

## Poll Worker Work History

This report displays the poll-worker work history.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Poll Worker Work History**.

The **Poll Worker Work History** screen is displayed.

Figure 211: Poll Worker Work History Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Election Date - Name
  - Position
- 2 Municipality is a multi select list- list of all municipalities in the logged in county

- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 The sort options are Municipality, Ward, District, Name, address, Election, Position.
- 5 Poll workers listed are those assigned to the MWD for the selected election.

## Proof Reading Labels

This report produces Proof Reading Labels for Voters, based on the criteria entered/selected.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Proof Reading Labels**.

The **Proof Reading Labels** screen is displayed.



Figure 212: Proof Reading Labels Screen

### Report Criteria

- 1 Selection criteria include
  - Municipality
  - Ward
  - District
  - Party
  - Voter Status
  - Gender
  - Election Date and Name, Type, Category
  - Age Range
  - Street Number
  - Street Name
  - Street Address – Municipality, Street Number and Name
  - Voting Options

- Print Labels For
  - Label Set
  - Print Voter ID
  - Print Bar Code
  - Print MWD
  - Code MWD
- 2 If no Districts are selected all will be included.
  - 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run the report.
  - 4 The code for Municipality, Ward and District should be printed on the top of the label
  - 5 The Proof Reading Labels have both residential address, mailing address, date the voter was transferred to a different address and date voter registered to vote

## Provisional Ballots

This report produces a list of voters who voted by Provisional Ballot.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Provisional Ballots**.

The **Provisional Ballots** screen is displayed.

The screenshot shows the 'Provisional Ballot' screen with the following sections:

- Header:** 'Provisional Ballot' title, 'Currently Accessing: State SERVER', and 'SA / CAPE MAY'.
- Filters:**
  - Municipality:** Avalon, Cape May, Cape May Point, Dennis (with a 'GO' button).
  - Ward:** Avalon-00, Cape May-00, Cape May-02, Cape May-03 (with a 'GO' button).
  - District:** Avalon-00-01, Avalon-00-02, Avalon-00-02, Avalon-00-03.
- Party:** Democratic\*, Green Party, Independent Party.
- Voter Status:** Active, Archive, Deleted.
- Status of Ballot:** ALL.
- Election Date -- Name:** 09/16/2005, Recall (County), REC122--MUNICIPAL ELECTION 2005; 11/02/2004, General, S --Election Cape May; 06/08/2004, Primary, S --Election Cape May.
- Sort Options:** Municipality, Ward, District, Party, Name, Ballot Status (each with a radio button).
- Requested For:** A text input field.
- Report Generation Options:**
  - Generation Type:** PDF.
  - PDF Font Type:** Arial.
  - PDF Font Size:** Medium.
  - PDF Page Size:** Default.
  - PDF Page Layout:** Default.
- Buttons:** View, Submit Request, Reset.
- Footer:** ©2004 - 2005 PCC Technology Group. All rights reserved.

Figure 213: Provisional Ballot Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Party
  - Voter Status
  - Ballot Status
  - Election Date - Name
- 2 Municipality is a multi select list- list of all municipalities in the logged in county

- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.

## Rejection and Deletions Summary

This report produces a summary (by specific dates) of voters whose registration was “Rejected” and voters Deleted. The report provides a total by line item and category.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Rejection and Deletions Summary**.

The **Rejection and Deletions Summary** screen is displayed.

Figure 214: Rejection and Deletion Summary Screen

### Report Criteria

- 1 Municipality is a multi select list- list of all municipalities in the logged in county
- 2 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.



## Report Status

This activity allows the user to view a list of reports stored in the “Report” queue.

### Report Status

- 1 Select the **Reports** Menu.
- 2 Select **Report Status**.

The **Report Status** screen is displayed.

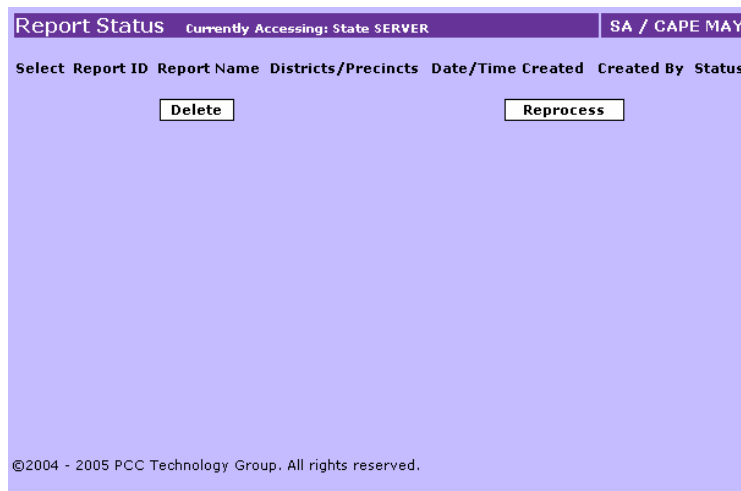


Figure 215: Report Status Screen

### Report Criteria

- 1 User may click on the Report Name hyperlink to view the report once the status is "Completed"
- 2 User may click Reprocess to reprocess the report (in case the operation timed out) using the originally selected criteria.
- 3 Clicking the “Reprocess” would also refresh the “Report Status” page

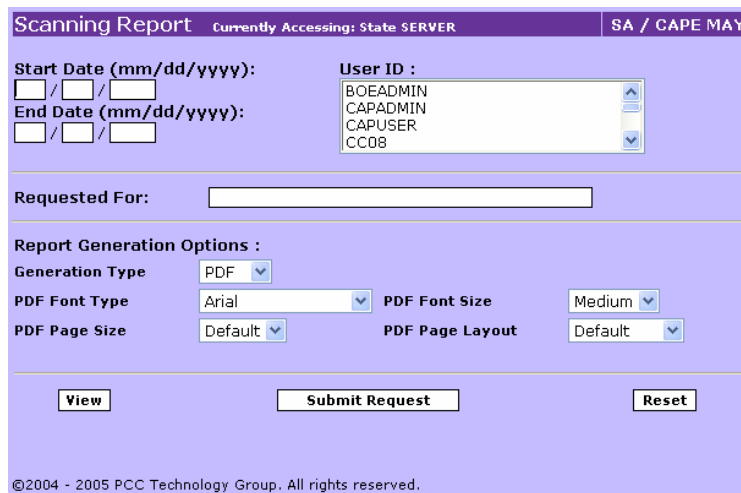
## Scanning Report

Will produce a report showing the number of scans per user.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Scanning Report**.

The **Scanning Report** screen is displayed.



Scanning Report Currently Accessing: State SERVER SA / CAPE MAY

Start Date (mm/dd/yyyy):  /  /

End Date (mm/dd/yyyy):  /  /

User ID :  
BOEADMIN  
CAPADMIN  
CAPUSER  
CC08

Requested For:

Report Generation Options :

Generation Type: PDF

PDF Font Type: Arial PDF Font Size: Medium

PDF Page Size: Default PDF Page Layout: Default

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Figure 216: Scanning Report Screen

### Report Criteria

- 1 Start Date
- 2 End Date

## Street Voter List

This report is a list of active and/or inactive voters by street. The report can be used as a walking list.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Street Voter List**.

The **Street Voter List** screen is displayed.

The screenshot shows the 'Street Voter List' application interface. At the top, it indicates 'Currently Accessing: State SERVER' and 'SA / CAPE MAY'. The main section contains several filter groups:
 

- Municipality:** A dropdown menu with options: Avalon, Cape May, Cape May Point, Dennis.
- Ward:** A dropdown menu with options: Avalon-00, Cape May-00, Cape May-02, Cape May-03.
- District:** A dropdown menu with options: Avalon-00-01, Avalon-00-02, Avalon-00-02, Avalon-00-03.
- Party:** A dropdown menu with options: Democratic\*, Green Party, Independent Party.
- Gender:** A dropdown menu with options: Not Entered, Male, Female.
- Telephone No.:** A checkbox that is checked.
- Date of Birth:** A checkbox that is checked.
- Election Date -- Name:** A dropdown menu.
- Election Type:** A text input field.
- Election Code:** A text input field.
- Election Dates:** Fields for 'From Date' and 'To Date' in MM/DD/YYYY format.
- Voting Options:** A group of checkboxes for 'All Voting', 'Absentee Voting', and 'Not Voting'.
- Sort Order:** A group of dropdown menus for 'Party', 'Street Number', 'Voter Name', 'Ward', and 'Status'.
- Requested For:** A text input field.
- Report Generation Options:**
  - Generation Type:** A dropdown menu set to 'PDF'.
  - PDF Font Type:** A dropdown menu set to 'Arial'.
  - PDF Font Size:** A dropdown menu set to 'Medium'.
  - PDF Page Size:** A dropdown menu set to 'Default'.
  - PDF Page Layout:** A dropdown menu set to 'Default'.

 At the bottom, there are three buttons: 'View', 'Submit Request', and 'Reset'. A copyright notice at the very bottom reads: '©2004 - 2005 PCC Technology Group. All rights reserved.'

Figure 217: Street Voter List Screen

### Report Criteria

- 1 Choose the selection criteria for the report by Wards/Precincts. If no specific Wards/Precincts are selected, the report will be generated for all.
  - Optionally select a specific District from the drop-down list. If no specific Districts are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.

- Optionally select a Party from the drop-down list. If no choice was selected, all voters will be included.
- User may select a date range to capture multiple elections.
- Report will display Count of voters at the end of each street, count by Party at the end of each District, count by Party at the end of the report
- Report is grouped by Street name and is sorted by street name within a District
- If sort option Street # is selected, report is sorted by street # within a street
- If Voter Name is selected, report is sorted by voter's last name within a street
- If Ward is selected, report is sorted by Ward within a street
- If Status is selected, report is sorted by Status within a street
- If Party is selected, report is sorted by Party within a street

## Voter History

This activity produces a report of each voter's history. The report includes voter name and history, residence address, Party affiliation and Municipality/Ward/District.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Voter History**.

The **Voter History** screen is displayed.

**Voter History** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality:** Avalon, Cape May, Cape May Point, Dennis

**Ward:** Avalon-00, Cape May-00, Cape May-02, Cape May-03

**District:** Avalon-00-01, Avalon-00-02, Avalon-00-02, Avalon-00-03

**Party:** Democratic\*, Green Party, Independent Party

**Voter Status:** Active, Archive, Deleted

**Gender:** Not Entered, Male, Female

**Election Date -- Name:** 09/16/2005, Recall (County), REC122--MUNICIPAL ELECTION 2005, 11/02/2004, General, S --Election Cape May, 05/08/2004, Primary, S --Election Cape May

**Age Range:** From: To:

**Reg Source:**

**Times Voted:**

**Regn. Start Date (mm/dd/yyyy):** / /

**Regn. End Date (mm/dd/yyyy):** / /

**Include Voters With No History:** ☐

**Sort Options:** Municipality, Ward, District, Party, Name, Status, Gender

**Requested For:**

**Report Generation Options :**

**Generation Type:** PDF

**PDF Font Type:** Arial

**PDF Font Size:** Medium

**PDF Page Size:** Default

**PDF Page Layout:** Default

**View** **Submit Request** **Reset**

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Figure 218: Voter History Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Party

- Voter Status
  - Gender
  - Times Voted
  - Election Date and Name - Required
  - Age Range
  - Registration Start/End Dates
- 2 Municipality is a multi select list- list of all municipalities in the logged in county. When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
  - 3 If no Party, Gender, age range is selected, all will be included

## Voter History Data Export

This report creates a zipped disk file with voter history.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Voter History Data Export**.

The **Voter History Data Export** screen is displayed.

Figure 219: Voter History Data Export Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Party
  - Voter Status
  - Gender
  - Times Voted
  - Election Date and Name - Required
  - Age Range

- Registration Start/End Dates
- 2 Municipality is a multi select list- list of all municipalities in the logged in county. When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
  - 3 If no Party, Gender, age range is selected, all will be included



## Voter List with Mailing Address

This report produces a voter list with mailing addresses. The report also displays the voters' Party affiliation DOB, status, and Districts, Wards.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Voter List with Mailing Address**.

The **Voter List with Mailing Address** screen is displayed.

**Voter List with Mailing Address** Currently Accessing: State SA / CAPE MAY

**Municipality**  
 Avalon  
 Cape May  
 Cape May Point  
 Dennis

**Ward**  
 Avalon-00  
 Cape May-00  
 Cape May-02  
 Cape May-03

**District**  
 Avalon-00-01  
 Avalon-00-02  
 Avalon-00-02  
 Avalon-00-03

**Party:**  
 Democratic\*  
 Green Party  
 Independent Party

**Voter Status:**  
 Active  
 Archive  
 Deleted

Display Residence Address For Voters Without Mailing Address: ☐

Requested For:

**Report Generation Options :**  
 Generation Type: PDF  
 PDF Font Type: Arial  
 PDF Font Size: Medium  
 PDF Page Size: Default  
 PDF Page Layout: Default

Figure 220: Voter List with Mailing Address Screen

### Report Criteria

- 1 Selection criteria include:
  - Municipality, Ward, District
  - Party
  - Voter Status
- 2 Municipality is a multi select list- list of all municipalities in the logged in county
- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 If no Party is selected, all will be included.
- 5 If no Voter Status is selected, all will be included.

## Voter Registration Summary

This report produces a summary with totals by Districts, Wards and parties of registered voters.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Voter Registration Summary**.

The **Voter Registration Summary** screen is displayed.

Figure 221: Voter Registration Summary Screen

### Report Criteria

- 1 Enter the Registration Start and End Dates.
- 2 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 3 If no Party is selected, all parties will be included.
- 4 If no voter status is selected, all status will be included

## Voters Without Signatures

This report produces a list of voters whose signature has not yet been provided.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Voters Without Signatures**.

The **Voters Without Signatures** screen is displayed.

**Voters Without Signatures** Currently Accessing: State SERVER SA / CAPE MAY

**Municipality:** Avalon, Cape May, Cape May Point, Dennis

**Ward:** Avalon-00, Cape May-00, Cape May-02, Cape May-03

**District:** Avalon-00-01, Avalon-00-02, Avalon-00-03

**Party:** Democratic\*, Green Party, Independent Party

**Voter Status:** Active, Archive, Deleted

**Last Name Range(Alpha):** From: A To: Z

**Regn. Start Date (mm/dd/yyyy):** / /

**Regn. End Date (mm/dd/yyyy):** / /

**Age Range:** From: To:

**Requested For:**

**Report Generation Options :**

**Generation Type:** PDF

**PDF Font Type:** Arial **PDF Font Size:** Medium

**PDF Page Size:** Default **PDF Page Layout:** Default

**Note: Please Print this Report in Landscape Format.**

**View** **Submit Request** **Reset**

Figure 222: Voters Without Signatures Screen

### Report Criteria

- 1 Report selection criteria include:
  - Municipality/Ward/District
  - Party
  - Voter Status
  - Last Name Range
  - Age Range
  - Registration Start/End Dates
- 2 Municipality is a multi select list- list of all municipalities in the logged in county

- 3 When the user selects Municipality(ies) from the multi select, the corresponding values for Wards display in the multi-select next to the Municipality multi-select, upon selecting Ward(s) from the Ward multi-select the corresponding concatenated values for Municipality, Ward and District display in the District multi-select. The user can then select any value(s) from the District to run a report.
- 4 If no Party, Status, Age Range is selected, all will be included.

## Ward District List

This report generates a list of all Ward Districts.

### Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Ward District List**.

The **Ward District List** screen is displayed.

Ward District List Currently Accessing: State SERVER SA / CAPE MAY

Municipality: Avalon, Cape May, Cape May Point, Dennis GO

Ward: Avalon-00, Cape May-00, Cape May-02, Cape May-03 GO

District: Avalon-00-01, Avalon-00-02, Avalon-00-02, Avalon-00-03

Bilingual: ☐

Requested For:

Report Generation Options :

Generation Type: PDF

PDF Font Type: Arial PDF Font Size: Medium

PDF Page Size: Default PDF Page Layout: Default

View Submit Request Reset

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Figure 223: Ward District List Screen

### Report Criteria

None Required

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